

**SCHOOL DISTRICT OF SARASOTA COUNTY  
JOB DESCRIPTION**

**LIBRARY/MEDIA CENTER TECHNICIAN**

**SALARY SCHEDULE: SSP7**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School diploma
- (2) Associate of Art's / Associate of Science Degree or sixty (60) hours from an accredited educational institution or passing score on the School District Para-Pro Assessment Test

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Experience with MS Office
- (2) Ability to learn new software applications where appropriate
- (3) Detail oriented
- (4) Ability to organize job duties and work independently
- (5) Ability to motivate, establish and maintain effective working relationships with all stakeholders
- (6) Ability to multitask
- (7) Ability to communicate effectively both orally and in writing
- (8) Maintain a positive attitude with all stakeholders

**REPORTS TO:**

School Principal or Designee

**JOB GOAL**

Effectively and efficiently operate and maintain the school's library/media center under the direction of the school principal or designee

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Create a safe, inviting environment in the School Library/Media
- \*(2) Communicate effectively and efficiently with all stakeholders
- \*(3) Support, assist, and supervise students, staff and visitors to the school Library/Media Center
- \*(4) Serve as the liaison between the district Instructional Materials and Library Services Office and school administration, staff, students and parents
- \*(5) Supervise the circulation of all instructional materials at the school site
- \*(6) Manage overdue materials and fines
- \*(7) Minimize loss of instructional materials
- \*(8) Conduct campus wide library and textbook inventory according to district policy
- \*(9) Use technology to support day to day operations of the school library
- \*(10) Order and receive instructional materials using online applications
- \*(11) Understand and comply with all Instructional Materials Policies and Procedures
- \*(12) Ensure accurate records and reports
- \*(13) Demonstrate initiative in the performance of assigned responsibilities.
- \*(14) Model and maintain high ethical standards.
- \*(15) Follow attendance, punctuality and proper dress rules.

School Board Approved 04/21/2020

**LIBRARY/MEDIA CENTER TECHNICIAN (Continued)**

- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Participate training sessions as required.
- \* (18) Keep supervisor informed of potential problems or unusual events.
- \* (19) Respond to inquiries and concerns in a timely manner.
- \* (20) Follow all School Board policies, rules and regulations.
- (21) Other Duties as Assigned

**PHYSICAL REQUIREMENTS:**

Medium Work: Able to lift 40 pounds occasionally. Lift 10 pounds regularly.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

\*Essential Performance Responsibilities