

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Library Media Technical Assistant	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0546	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 41 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	01-01-65
		<b>BOARD REVISION:</b>	07-01-75 01-09-89
		<b>HR APPROVAL:</b>	10-08-10 06-05-12

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**BASIC FUNCTION:**

Perform routine, complex duties in support of a school library, including the selection, acquisition, circulation, maintenance, and distribution of instructional materials, electronic materials, books, and equipment; perform a variety of technical clerical functions; assist students and teachers in the use of library and media resources.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Assist the classroom teacher in providing and reinforcing instruction to individuals, small groups, and whole groups of students in a library setting; assist in the preparation of instructional materials. **E**

Assist students and teachers in the selection and location of books, compact discs (CDs), digital video discs (DVDs), videos, magazines, articles, and other media materials; assist teachers in researching materials for classroom use; operate computerized reference resources to assist students and teachers with research. **E**

Use district library/textbook automation programs, such as Athena and Destiny; assist with textbook distribution and inventory. **E**

Assist students in the use of the computer catalog; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials; select and read books aloud to classes to promote and encourage an interest in reading. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a variety of library equipment; maintain the library automation system; check books and materials in and out of the library; process returned books, and place in appropriate shelf locations. **E**

Prepare and assist students with library research; catalog and prepare books and materials for circulation. **E**

Assist students in developing effective research and study skills they need to become college and career ready. **E**

Develop and oversee reading programs designed to stimulate student interest, ability, and motivation in reading, including story time, book talks, or reading clubs. **E**

Train, orient, and provide work direction to student assistants. **E**

Perform library related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Graduation from high school, three years library experience, including work in book acquisition, cataloging, and reference, or completion of at least four courses in library technology: media cataloging, reference, non-print media, and technical processing, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, or an associate's degree, or pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding.....45 Correct WPM  
 Word.....70% Overall Score  
 Excel.....70% Overall Score

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Library practices, procedures, and terminology.  
 Basic Dewey Decimal System and computer cataloging system.  
 Operation of a computer, related software, and standard office equipment.  
 Library reference materials and resources.  
 Filing, indexing, and inventory procedure.  
 Current office practices and procedures.  
 Record-keeping techniques.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
 Learn, apply, and explain policies, procedures, rules, and regulations.  
 Shelve library materials.  
 Assist students and staff in the selection and location of library materials.  
 Maintain library in a neat and orderly condition.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Operate a computer, related software, and standard office equipment.  
 Maintain records and prepare reports.  
 Work independently with little direction.  
 Complete work with many interruptions.  
 Manage moderately heavy library materials according to safety regulations.  
 Establish and maintain cooperative and effective working relationships with others.  
 Communicate effectively, both orally and in writing.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

School library environment; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Walk and stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and standard library equipment; reach overhead, above the shoulders, and horizontally to shelve and reach books; bend at the waist, reach, stoop, or crouch to retrieve book or files from cabinets and shelves; push and pull carts; hear and

speak to exchange information in person or on the telephone; see to read various documents related to assigned activities, media materials, and view a computer monitor; manage moderately heavy library materials.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date