

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Library Technician
Reports To:	Principal
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	Provide support services in the library/media center, classrooms, and throughout the building to support the academic/instructional program.
Qualifications:	<ol style="list-style-type: none"> 1. High School diploma or equivalent. 2. Successful work experience in a business office and/or school office environment or working with children. 3. Able to create written communiqués and complete required reports. 4. Proficient in computer skills and knowledge of applications, including Microsoft Word and Excel, necessary to access and disseminate district email and other relevant information in a timely manner. 5. Good telecommunication and organizational skills. 6. Good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, media center, office, and appropriate areas of school and District property and facilities. 2. Effective communication, organization, and interpersonal skills. 3. Able to manage the Library/Media center and collection; able to lift and move large objects up to 40 pounds such as boxes of paper, books, and related materials. 4. Able to present information to individuals and small groups in a clear and compelling manner. 5. Able to work successfully with students, other teachers, support staff, administrators, parents, and the community. 6. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Assist with the operation of the Media program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Maintain the system to classify, catalog, inventory, and circulate library/media materials. 3. * Assist students and staff to locate and access media materials. 4. Promote reading, the use of library/media materials, and the use of technology by students and staff in conjunction with the overall instructional program. 5. Collect necessary data, maintain records of student/staff use, and circulation of the collection, providing regular reports as requested. 6. Assist with the orientation and training programs for staff in the access and use of library/media materials in support of content-area instruction and research. 7. Maintain a media center environment that is conducive to learning and appropriate to the maturity and interests of the students. 8. Supervise and assist students during scheduled library use periods. 9. * Maintain organization, control of student behavior and discipline, and a positive learning environment. 10. * Maintain records as required by law, District policy, and administrative guidelines. 	

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11. Requisition all material, supplies, and equipment as needed to carry out program.
12. Maintain an accurate inventory of media resources, materials, and equipment.
13. Establish and maintain positive relationships with students, parents, and community.
14. Communicate and collaborate effectively with other teachers, administrators, and school/District staff.
15. * Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the Principal on matters affecting the library/media center, the overall instructional program, and the overall operations of the building.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, educational technology, and library/media-related matters.
4. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
5. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

I have received and read this job description and fully understand the requirements set forth therein.

Employee's Signature

Date

Supervisor's Signature

Date

The Madison Local School District is an equal opportunity employer.