

**NORTH COUNTY JOINT UNION SCHOOL DISTRICT  
500 Spring Grove Road, Hollister, CA 95023**

**CLASSIFIED POSITION**

**JOB TITLE:           TECHNOLOGY/LIBRARY SPECIALIST**

**SALARY RANGE: 16**

**DEFINITION/BASIC FUNCTIONS:**

Under general direction, performs a variety of technical and clerical duties involving circulation, textbook distribution, reference and record-keeping activities within a school library/computer center and act as a prime resource person regarding Chromebooks, devices, Google technology, textbooks, and materials. Receive supervision from the school administrator(s) and/or designee within a framework of standard policies and procedures; oversees the day-to-day operation of the library/technology/textbook process. Requires a variety of specialized, technical, and organizational skills as well as creativity and initiative.

**DIRECTLY RESPONSIBLE TO:** Principal

**EXAMPLE OF DUTIES/ESSENTIAL FUNCTIONS:**

1. Inventory, set up, distribute, and maintain all Chromebooks, computers, and classroom technology equipment (students and staff)
2. Creates and offers professional development for Spring Grove Community ( staff, students, and parents)
3. Troubleshoots technology concerns for Spring Grove Community (staff, students, and parents)
4. Serves as the liaison with SBCOE tech support issues
5. Import/Export/Upload student data into online curriculum programs (work with Student Data Specialist)
6. Organizes and maintains all student use agreements for devices
7. Assists with monitoring and maintaining social media
8. Oversees the Assets Building Champion (ABC) reading program with volunteers and staff
9. Provides support for social media education for students and staff
10. Serves as District Google G-Suite Administrator
11. Barcodes textbooks/devices and maintains system for distribution and inventory of textbooks/devices
12. Creates a virtual library for distance learning as an online resource for students to check out books, participate in virtual book clubs, and a system to browse for books of interest
13. Distributes and collects all curriculum to students and staff
14. Assists students and staff in the use of library/computer center/devices
15. Collects fines; provides notification and follow-up on overdue materials
16. Maintains library/computer center in neat and orderly condition

17. Organizes and maintains the routine operation of the school site library/computer center
18. Checks library and technology materials in and out; inspects incoming materials for damage; mends books
19. Maintains fixed asset inventory "tags"
20. Serves as representative to tech committee
21. Supervises students as they use the library/computer center facility using knowledge of school rules and policies maintaining discipline as needed
22. Performs inventory of collection, reporting lost/damaged materials and recommending withdrawals from and additions to the collection
23. Promotes the use of the library/computer center through displays, bulletins, theme weeks and/or other means
24. Reads appropriate literature selections to classes of students visiting the library/computer center
25. Assists in the selection, ordering and processing of new books and technology
26. Serves as an information source to students, parents, teachers, and other district personnel regarding books, reading lists, etc.
27. Implements and coordinates special programs in the library/computer center; attends meetings and workshops related to technology and school libraries
28. Conducts end of the year inventory of library/computer center materials/technology
29. Performs other related duties as assigned

**Required Qualifications:**

1. Knowledge of the basic purpose, organization, and operation of a school library/computer center; textbook inventory, collection distribution and process; modern office procedures and practices
2. Ability to create and deliver professional development/training to staff, students, and parents
3. Ability to create technology related PowerPoint presentations with step by step instructional support for staff, students, and parents
4. Knowledge of computer operations in a library/computer lab setting
5. Knowledge of terminology, purpose, operations, and practices of a school library, computer center, special education program
6. Proper English usage, punctuation, spelling, and grammar
7. Ability to perform clerical work using independent judgment
8. Communicate effectively in both oral and written form; learn standard library/computer center terminology and methods
9. Use standard office and library/computer center equipment.
10. Plan and organize library/computer center activities and programs.
11. Ability to perform specialized library/computer work with speed and accuracy
12. Make mathematical calculations
13. Establish and maintain a variety of records and filing systems.
14. Prepare routine reports and correspondence
15. Establish and maintain effective work relationships with those contacted in the performance of required duties

**Training, Experience and Educational Requirements:**

1. Any combination of training and experience, which would indicate possession of the knowledge, skills and abilities listed herein
2. Completion of the 12th grade or the equivalent
3. Google 1 and 2 certifications required (Google Trainer preferred)
4. AA/AS Degree or two years of college coursework preferred

**Physical Demands of Position:**

- The following essential physical requirements:
1. Seldom
  2. Occasional
  3. Often
  4. Frequent
1. Ability to stand, sit, walk, twist, stoop, crouch, climb, kneel, bend over, grasp, reach overhead, push and pull (4)
  2. Ability to see for the purposes of reading computer screens, handheld computers or cell phone screen, manuals, labels and other printed matter (4)
  3. Ability to work on a computer or device for long periods of time (4)
  4. Ability to hear and understand speech at normal levels (4)
  5. Ability to communicate so others will be able to clearly understand normal conversation (4)
  6. Ability to lift 25 pounds (3)
  7. Ability to carry 25 pounds (3)
  8. Ability to operate office equipment (4)
  9. Ability to reach in all directions (4)
  10. Ability to perform fine motor coordination (4)

**Work Environment:**

1. Mostly inside school library/computer center/book room but some working around school grounds
2. School environment
3. Work under pressure of deadlines and time constraints
4. Maintain emotional control under stress
5. Ability to cover other workstations
6. Ability to deal with interruptions

**Work Hazards:**

1. Subject to exposure to communicable or infectious diseases

**Daily Service:** Eight hours per day/219 days per year

**Board Approved:** September 17, 2020

**North County Joint Union School District  
Hollister, CA**