

TITLE: Teaching and Learning Services Technician**DEPARTMENT:** Teaching & Learning Services – Ed. Tech**REPORTS TO:** Director of Educational Technology

POSITION SUMMARY: Under the direction of the Director of Educational Technology, the position prepares, assists in the management of inventory, and coordinates care and dissemination of instructional materials for libraries in the building and curricula adoption district-wide while also providing technical support for District staff regarding the library and media automation and technology systems. The position coordinates the set up and maintenance of district-wide online systems such as Destiny (Library), Canvas, Classlink, Seesaw, and Clever to disseminate electronic materials and digital resources to teachers and students. This position requires knowledge of District policies and regulations, the ability to assume responsibility and work independently and effectively under pressure while maintaining confidentiality, and the demonstration of strong technical and interpersonal skills.

ESSENTIAL FUNCTIONS:**Develop and maintain systems to insure integrity of library systems, curriculum (online and print) and district-wide digital tools**

- Research, classify, catalog and prepare library media materials that are received. Process both hard copy and online library materials. Maintain all cataloging information files and other material relevant to the library information system.
- Maintain a variety of documents, files and records for the purpose of providing online curriculum and library information to district staff.
- Manage digital library environments by managing electronic records for all library materials, importing MARC records, eBooks, scrubbing bibliographic and patron data, running reports, creating process and instructions on the reporting systems in Destiny, and reporting problems to vendors.
- Assist with the purchasing, classification, cataloging and preparation of library materials and/or curriculum for dissemination or surplus including maintenance of the electronic inventory.
- Supervise and facilitate the storage of district surplus/obsolete books as per district regulations.
- Work with vendors to learn of new resources, provide appropriate service for maintenance, and to gain favorable discounts.
- Prepare, maintain, and report on an annual budget for Book Processing.
- Prepare, maintain, and report on annual production reports.

Manage setup and maintenance of accounts and access to library systems, curriculum (online and print) and digital tools

- Manage Destiny patron records, control access to library automation system. Develop and adapt control procedures to maintain integrity of a District library automation system.
- Work with Student Records, IT, and WSIPC as appropriate to import student and staff information data into library automation system and the database.
- Work cooperatively with IT and SIS to set up and revise systems as needed to insure access for teachers and students to online curriculum and district online systems such as Canvas, Classlink, Seesaw, and Clever
- Develop and maintain documentation to support the use of library systems and online curriculum

Provide customer service and training for district teacher-librarians

- Assists teacher librarians manage the EBSCO magazine subscription order process and district-wide library databases
- Provide training, technical support and customer service for librarians on MARC (Machine Readable Cataloging) records and the use of the district automation system. This includes troubleshooting, records management, records input, physical and electronic inventory maintenance in online databases used by teacher librarians.

Other

- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director, and other stakeholders as appropriate.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and preform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required of current national standards for access to information such as Dewey Decimal Classification, Sears Subject Headings, Anglo-American Cataloguing Rules, and USMARC documentation; to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multistep written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software; business telephone etiquette; and common office machines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; working with detailed information/data; setting priorities; and working as part of a team.

Responsibility: Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment: The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent. College degree preferred.

EXPERIENCE: Minimum two (2) years' experience with online systems such as library media software systems, student information systems, and/or curriculum systems

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: None Specified except for those to maintain knowledge as current in the operation of hardware and software used for the automation of library media centers; online databases with multiple access points; library media and curricula circulation and inventory systems, and appropriate terminology and procedures.

CLEARANCES: Criminal Justice fingerprint/Background Clearance **FLSA STATUS:** Non-exempt

BARGAINING UNIT: Unrepresented