



# KIN DAH ŁICHÍ'Í ÓLTA'

## POSITION DESCRIPTION

Approved: 04/13/2018

<b>TITLE: Library Technician</b>	<b>EMPLOYMENT: 10 Months</b>
<b>CLASSIFICATION: Non-Exempt</b>	<b>CATEGORY: Classified</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the supervision of the Principal, the incumbent is a media specialist who focuses on planning, implementation, monitoring, adhering, and evaluating the entire spectrum of Library Media Program including policies, programs, and practices.

### Necessary Qualifications:

- Associate of Arts Degree or 60 semester hours in Education
- Must be computer literate.

*An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.*

### Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Arizona Driver's License required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

### Knowledge, Skills, and Abilities:

- Possess strong interpersonal and organizational skills.
- Good verbal and written communication skills, ability to communicate well with parents, children, teachers and the general public.

### Duties and Responsibilities:

- Instructs students and teachers for the purpose of educating them on the proper use of the library resources and/or complementing classroom instruction with various software application.
- Performs original cataloging and classification of print, audio-visual and electronic resources.
- Establishes and implements library and information policies and procedures.
- Processes incoming/outgoing library books and materials.
- Re-shelves returned books and materials.
- Develops and maintains cataloguing procedures. Catalogs all print and non-print materials.
- Enters cataloguing data into the library's automated system.

- Accesses the internet for programs and resources.
- Maintains a positive learning environment.
- Plans, prepares, and maintains bulletin boards and displays.
- Maintains card files and records of literacy materials and resources.
- Submits purchase requisitions for literacy books, audio-visual materials and supplies.
- Performs simple repair on books, equipment and other materials.
- Supervises student during library use and related activities.
- Processes library mail.
- Maintains inventory of library books, equipment, and materials; compiles statistics and generates reports as required.
- Assists teachers in locating and selecting materials and resources.
- Provides student instruction in basic library skills.
- Maintains schedule of library activities for each classroom/groups.
- Prepares various reports and documents (e.g. reports, instructions, memos, circulation reports, overdue books, fines, etc.)
- Plans and coordinates book fairs and literacy activities.
- Supervises computer and internet use in the library.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

**Supervision Received By:** Principal

**Working Hours:** In accordance with Board policies

**Evaluation Procedure:** In accordance with Board Policies.

### CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Employee

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Immediate Supervisor

*KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.*

**DISCLAIMER:** The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.