

Gridley Unified School District Job Description

JOB TITLE: Computer Tech/Library Clerk
SALARY LEVEL: 5
DEPARTMENT: School
REPORTS TO: Site Administrator

UNIT: Classified
LOCATION : School Site
BOARD APPROVED: 07/19/2023

SUMMARY: The Computer Tech/Library Clerk is responsible for using intermediate computer skills to assist with technology needs at the school as well as acquiring, cataloging, and circulating library materials and for organizing the overall library program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up computers for class instruction of students or staff in basic operation of computers.
- Provide group and individual instruction for staff and students.
- Assists previewing and ordering computer software and other technology products under the direction of the principal.
- Assists in solving of simple computer problems on site.
- Coordinates the use of computers, computer software and video equipment in classroom and/or lab settings.
- Set up and provide basic computer maintenance for computers, printers and other peripheral equipment belonging to site and perform basic level trouble shooting functions.
- Configure workstations and create student users and manage student access.
- Install and configure student learning software specific to site and grade level.
- Plan computer distribution, perform installations and modifications including: adding and/or removing work stations, relocating work stations, organizing and carrying out the collection of surplus technology equipment.
- Complete annual technology surveys.
- Order and keep records of parts, supplies and software.
- Plan and carry out a basic preventative maintenance program for computers.
- Assist instructional personnel with the development and presentation of learning materials and instructional exercises.
- May contribute to maintenance of school website.
- Supervise students in the Computer Learning Lab (CLL); and maintain discipline in the absence of the teacher.
- Assist in recording and maintaining individual student progress (site specific).
- Maintain a neat, orderly and attractive learning environment by performing such tasks as cleaning the room, arranging displays, or preparing bulletin boards.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Provides training to students in the proper use of the library.
- Oversees the use of the library, including the check-out/check-in of materials.
- Schedules classes and small groups to use the library.
- Assists teachers and students in selection of the library materials to support classroom projects or areas study.
- Maintains catalog and reference files.
- Maintains library circulation records and keeps an accurate inventory of books, media materials, and equipment.
- Maintains library books, materials and equipment in good condition and replaces items as needed.
- Maintains inventory of textbook circulation and performs clerical work related to processing of new textbooks.

- Seeks input from staff when ordering new books and/or reference materials for the library collection.
- Provides training to teachers in use of various audiovisual equipment.
- Maintains all audiovisual equipment and related supplies.
- Records off-air programming for teachers.
- Videotapes various activities including, but not limited to, class presentations and student body campaign speeches.
- Monitors the checkout of all media equipment from the library.
- Coordinates booking and receiving of audio / visual material from the Instructional Resource center or other outside sources.
- Prepares an annual budget and monitors expenditures throughout the year.
- Coordinates student and parent volunteers to work in the library and provides training in conjunction with the Instructional Resource Center for library volunteers.
- Compiles and types correspondences, statistical reports, purchase orders, supply requests and maintenance work orders.
- Types general school communications.
- Operates laminating and book binding machines.
- Processes student stories and newsletters, which include graphics, through the use of a computer and variety of software programs.
- Ensures that all media equipment is maintained and in proper working order.
- Assists with orders, inventories, and distributes student and office supplies.
- Monitors AERIES uploads of student information into the Library Management System.
- Manages software programs for both the Library Management System as well as for student and staff use.
- Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); Some office, library and computer experience preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. **Bilingual ability may be required.**

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing Certificate 40 W. P. M. California Driver's License may be required by the first day of service. District First Aid and CPR training may be required and will be provided.

OTHER SKILLS AND ABILITIES: Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.