

LEARNING COMMONS TECHNICIAN II

JOB SUMMARY

Under the combined direction of a site administrator and working in collaboration with the Education and Student Services and Technology departments, the Learning Commons Technician II coordinates the work at a site Learning Commons, performs a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assists with the operation and support of electronic materials, cultivates library and eBook (Sora) collections including processing and cataloging acquisitions; provides guidance and direction to assist students and teachers in utilizing learning commons resources; serves as a point of contact and liaison for information and communication between Learning Commons Technician I's, District and County Office of Education personnel and outside vendors; and performs administrative support duties to monitor usage of collections and equipment, secure orders, ensure appropriate quantity and quality of supplies and collections, and ensure accessibility to online accounts.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

- Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator.
- Provides a welcoming, inclusive environment for all students and staff.
- Serves as a point of contact and liaison for information and communication between Learning Commons Technician I's and District personnel and outside vendors including: providing updates to and from vendors; working with vendors and companies to resolve problems related to a product or service; communicating technology related problems to IT staff for student accounts and subsequent solutions to Learning Commons Technicians; establishing and maintaining relationships with public library and other community agency staff; and identifying, researching and presenting potential topics for staff meetings or trainings.
- Performs administrative support duties to facilitate the operations of multiple Learning Commons including: reviewing orders and collections where appropriate, and monitoring the usage of collections and equipment.
- Coordinates with the Librarian of Record, department chairs and other certificated personnel to requisition educational materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, such as maintaining and updating relevant websites, promoting learning opportunity programs and other engagement initiatives.
- Identifies/corrects minor technical problems with Learning Commons resources and student District-provided devices, where appropriate, as well as user operation errors to provide continuity of use.
- Distributes various resources and materials in order to provide requested classroom references materials.

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- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices available in the Learning Commons.
- Demonstrates media systems and equipment (e.g., print stations, on-line catalogs, subject-specific web sites on the internet, care of materials) to students to educate them on the proper use of the learning commons resources.
- Liaise with District Technology department to ensure up to date information and practices are in place, including plans for mass collection/distribution of District-provided devices across the District and other major projects/undertakings.
- Distributes various resources and materials to provide requested classroom reference materials.
- Inventories equipment and materials in Learning Commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the Learning Commons to enforce standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.
- Assists administration or other appropriate staff with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. In collaboration with the Librarian of Record and conducting research as needed, ensures that materials ordered are appropriate.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and assists with the distribution of electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons.
- Schedules, organizes and attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the resources available to students and staff.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Basic math principles
- Familiarity with current trends in library environments.
- Software related to digital collections
- Relevant literature-related websites
- How to identify and locate valid research sources

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- Current literary trends in Young Adult literature, and a familiarity with classical literature and their authors
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies
- Record-keeping techniques
- Basic information literacy
- Basic understanding of computers, Chromebooks, printers, and general office equipment.

ABILITY TO:

- Consult appropriate resources to assist with the acquisition of new materials
- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data
- Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions
- Work under limited supervision
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with diverse individuals and groups
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate equipment problems
- Provide customer service
- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations
- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- Train and provide work direction to others
- Perform reference and research work and assist staff and students in performing research work
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

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EDUCATION AND EXPERIENCE

High school diploma or equivalent. Completion of coursework in Library Technology is preferred. A minimum of two years of experience performing clerical and technical duties in a school library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources is required.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and accounting for District-provided student devices. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as current trends in your adult literature, basic media literacy and research skills, and using software to maintain library and resource records in order to assist students, teachers, and Learning Commons Technicians I to identify and locate appropriate materials to support educational learning activities. The class of Learning Commons Technician works with minimal supervision and is responsible for work coordination and oversight of program functions. The Learning Commons Technicians are responsible for showing students, staff, and Learning Commons Technicians I how to use the collection and databases effectively to undertake research and to select library materials for both class project and personal interest.

A Learning Commons Technician II has additional responsibilities related to serving as a primary point of contact for a group of Learning Commons Technicians I and overseeing and performing a number of administrative support functions for the SDUHSD Learning Commons. These functions include: budget and payment monitoring and reporting; contract review and follow up; review and organization of inventories; and coordination of communication between Learning Commons Technicians, other staff members, District personnel, and vendors. In addition, the Learning Commons Technician II may serve as a resource to Learning Commons Technician I's for troubleshooting or best practices.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES/LICENSES

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

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WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require working in a learning commons environment which is a large space or another district site to conduct work. The job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom or Occasionally	lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes
Occasionally	stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height
Occasionally/Frequently	pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping
Frequently/Continuously	intervals: walking up to 30 minutes, standing up to 20 minutes

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear others in order to communicate and make presentations. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.