

LEARNING COMMONS TECHNICIAN II

OVERALL JOB PURPOSE STATEMENT

Under the combined direction of an Associate Superintendent and a site administrator, 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 media and devices, maintains library and media 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.

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, and searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as the Internet, online databases, eBook access, various software applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. Positions in this series function with great independence and have full responsibility for work coordination, and oversight of program functions and leadership in ensuring students and staff understand and use the collection and databases effectively to undertake research.

A Learning Commons Technician II has additional responsibilities related to serving as a primary point of contact for a group of learning commons and overseeing and performing a number of administrative support functions for those learning commons. These functions include: budget and payment monitoring and reporting; contract review and follow up including warranties; review and organization of inventories; and coordination of communication between Learning Commons Technicians and other staff members 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.

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 or with guidance from other certificated personnel.
- 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 contracts 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.

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- Performs administrative support duties to facilitate the operations of multiple Learning Commons including: reviewing orders and collections and monitoring the usage of collections and equipment.
- Coordinates with site administrators, 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 the website, promoting learning opportunity programs (e.g., tutoring, student academic partnerships) and other engagement initiatives.
- Identifies/corrects minor technical problems and user operation errors to provide continuity of use.
- 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.
- Demonstrates media systems and equipment (e.g., classification system, 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.
- Directs activities of student aides and parent volunteers to orient them and monitor their adherence to learning commons procedures and tasks. 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 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 appropriate certificated staff, ensures that materials ordered are age appropriate, conducting research as needed.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and distributes 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. Calculates and collects fees for lost or damaged items.

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- Attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the evolving delivery systems that provide access to information and the resources available to students and staff.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic math principles
- Technical library processes related to the acquisition and classification of materials
- Library terminology and standard practices
- Software related to digital collections
- Internet sites relevant to the collection and activities
- Standard reference sources
- Popular, current literary trends, Young Adult literature, and 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 and available resources
- Record-keeping techniques
- Priorities in a Learning Commons

ABILITY TO:

- 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

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- 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
- 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

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

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.

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ENVIRONMENTAL CONDITIONS

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

EXPERIENCE

This classification requires a minimum of two years of experience performing clerical and technical duties in a library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred.

EDUCATION

High school diploma or equivalent. Completion of coursework in Library Technology is preferred.

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.