

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Library Technician

Responsible to: Building Principal

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

Required knowledge and skills:

- High School Diploma or its equivalent (GED);
- Knowledge in library functions and practices;
- Knowledge and experience with technology and data management;
- Skill to appropriately physically restrain students as necessary;
- Skill to defuse student anger and resolve conflict.

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 10% of the time, ~ 50% of the work day standing, reaching, bending, stooping, walking and ~ 40% of the time working from a sitting position;
- Work efficiently and effectively;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible.
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by assisting the librarians.

Essential Job Results:

1. Maintain library records and media support systems by operating the district's technology and software applications.
2. Maintain processes in the absence of the librarian by having a working knowledge of the library system and be able facilitate its use.
3. Serve staff and students by answering questions, scheduling appointments, and coordinating use of the facility and equipment as directed by the librarian or principal.
4. Demonstrate the importance of safety by maintaining a safe and orderly working environment and following safe workplace practices.
5. Protect the District by keeping information confidential.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

- 6. Maintain technical knowledge by attending educational trainings.
- 7. Contribute to team efforts by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

Vision: Focus on kids and their learning
Mission: Prepare kids for their future beyond College Place Public Schools