

East Side Union High School District

Job Title: Support Services Technician

Description of basic functions and responsibilities:

To perform a variety of responsible duties in the areas of media center, library, bookroom, testing and other clerical duties in support of school site.

Duties and Tasks:

Perform a variety of tasks related to the processing, distribution of books and materials

Processes new materials

Maintains inventory of books, supplies and media equipment

Receives, fills and distributes orders for media center materials

Prepares and gather instructional resources as requested by staff

Makes minor repairs on books

Assists teachers, students, and volunteers in the use of media center materials and equipment including the circulation of books *in areas of assignment*

Processes information related to book fines

Assists in organizing and supervising the checkout of books to students and staff

Provides support for instructional technology in the media center and classroom.

Orients students in the use of the computer lab and the use of instructional materials

Follows established routines and procedures to ensure proper organization and maintenance of technology equipment at the site

Operates office machines and other equipment necessary for the duties of the position

Insures that test materials are received and return in accordance with the established time lines and procedures

Assists with and/or oversees the processing of answer sheets

In-services individuals or small groups of staff on proper procedures for insuring accurate data

Maintains inventory of test materials and orders needed replacements

May operate various data processing equipment

Assist in the coordination and implementation of all state, federal and local assessments.

Assists with supervising students and volunteers

Assisting in maintaining accurate student records in the student information system

Perform clerical duties

Employment Standard:

Knowledge of computer programs

Write grammatically correct

Knowledge of the basic terminology, purpose, operations, and practices of a school library

Knowledge of educational library/media center materials including books, film strips, video cassettes, etc.

Knowledge of standard office procedures and practices

Knowledge of proper library circulation, reference, and retrieval methods and techniques

Work independently and follow through on assignments with minimal direction

Type at a minimum of 35 words per minute from clear copy

Work in a team to maintain the efficient operation of media center/library

Understand and carry out oral and written instruction

Ability to accurately perform arithmetical calculation

Ability to operate standard office equipment

Ability to communicate effectively in both oral and written forms

Ability to train student assistant(s)

Ability to establish and maintain inventory and a variety of other records and files related to school operations.

Maintain cooperative working relationships with those contacted in the course of work

Meet schedules and timelines

Board Approved: 06/05/14