Position: Library Technician
Department: Library and Technology
Reports to: Director of Technology and Head Librarian
FLSA Status: Non-Exempt - Fulltime
Updated: August 2018

Summary: Under the guidance of the Director of Library and Technology, the Library Technician helps develop and manage an innovative library resource program that supports the school's curriculum by evaluating and managing relevant research materials and technology tools in a variety of mediums and formats; collaborating with colleagues to develop engaging library programming; and assisting students, faculty, staff and parents on a day to day basis with available resources and library spaces.

Essential duties and responsibilities include the following:
- Monitor students in library spaces.
- Provide student and faculty assistance with resources and tools, including basic technology help.
- Work with colleagues in faculty and staff to select further resources and tools in a variety of mediums to support the curriculum.
- Develop new lesson plans based on research and innovation; teach research methods and digital literacy.
- Coordinate community use of library space with Facilities Department.
- Maintain the catalog database, electronic and physical subscriptions, and school library materials and resources.
- Help to inventory, maintain, distribute, and securely store student-available technology resources (e.g. tablets, laptops).
- Order, catalogue, and process books, ebooks, online databases, and other resources.
- Run the online textbook store, maintain textbook list(s) and manage the library textbook reserve.
- Help maintain the school archive.
- Projects as required.

Supervisory Duties: None

Abilities and Qualifications:
- A broad, general education, AA required and B.A. or B.S. preferred.
- Ability to adapt to new educational needs and pedagogy.
- Communicate politely, firmly, and effectively in person, by phone and in writing.
- Work in both noisy and quiet environments with equal aplomb.
- Coordinate effectively with a team.
- Demonstrated ability to work well with teenagers and teachers.
- Experience in one or more of the following areas: educational programming, classroom teaching, academic technology, information literacy, library sciences, and/or academic or public library services.
- Proven proficiency with basic technology tools (tablets, laptops, printers, copiers, etc.)
- Participation in an accredited program in Library and Information Sciences toward a master's degree or completion of that study a plus.
- Interest in innovative education, STEM, coding and/or maker tools (e.g. 3D printers) a plus.