

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** **COMPUTER/LIBRARY TECHNICIAN**

- QUALIFICATIONS:**
1. High school diploma
  2. Demonstrated knowledge of, and the ability to assist in instructing, reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate
  3. Knowledge of and ability to operate a variety of media equipment including but not limited to computers, laserdisc players, video tapes
  4. Proficiency and experience in computer use; knowledge of basics of a local area computer network
  5. Knowledge, training and/or experience in library practices and procedures
  6. Knowledge of basic clerical practices and procedures and operation of common office equipment including word processing equipment; proficiency as typist
  7. Ability to work effectively with staff, students and public
  8. Ability to follow oral and written directions; ability to use independent judgment
  9. Bilingual ability may be required, depending on assignment
  10. Must pass required tests

**REPORTS TO:** Principal

**JOB GOAL:** To assist in the operation of school computer network and school library

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the operation and maintenance of the schoolwide computer network
2. Assists students and staff with use of various technology such as laserdisc players, scanners, the Internet, etc.
3. Works with staff to provide training on use of school computer network and other technical resources at school site
4. Attends training sessions and workshops to keep knowledgeable of system maintenance and latest technological resources
5. Assists Library Media Teacher in maintaining a positive learning environment
6. Assists students and staff in locating learning resources through the use of on-line catalogs, indices, bibliographic data, technology and media equipment and similar references
7. Assists in providing teachers with information related to library media resources and in scheduling classes
8. Performs data entry for on-line access to library media collection; assists with ordering and processing of new materials appropriate to grade level and school curriculum
9. Assists in inventory of materials and equipment; repairs books, materials and equipment as directed
10. Assists library media teacher with the training and supervision of student aides
11. Performs related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 14

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable