

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Bright Futures Center Technician

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of duties involving the operation of the Bright Futures Learning Center. Acts as the primary resource regarding available materials.

SUPERVISOR: Extended Learning Supervisor/Designee

TYPICAL DUTIES

1. Performs circulation functions, checks learning materials in and out and provides appropriate notifications for overdue materials.
2. Schedules sessions for students according to Personal Learning Plans; provides support for learning center use, facilitates student and community access/support to digital resources.
3. Maintains learning center in neat and orderly condition.
4. Maintains records and prepares reports regarding circulation, lost materials, media equipment, and volunteer hours.
5. Supervises both student and community use of Bright Futures Center; maintaining discipline as necessary.
6. Facilitates Bright Futures Center use; provides information regarding library/media materials available, learning center procedures; assists students and staff in appropriate material and media selections.
7. Performs inventory of Center materials; recommends withdrawals/additions to inventory and may order/process Center materials as directed
8. May catalogue books and other appropriate materials.
9. Mends and recovers books and magazines as needed.
10. Provide and maintain AR support for students and staff.
11. Contacts, schedules, trains, and directs volunteer assistants in proper Center procedures, methods, and techniques.
12. Processes memos, letters, reports, and correspondence as needed.
13. Files records and documents as needed.
14. Receives media shipments; check/verifies against purchase orders and submits verification to Administrator.
15. Performs minor network support and troubleshooting.
16. Collects payments for lost/damaged materials; maintains accurate records and submits to Administrator.
17. Attends meetings and workshops related to Center operations, procedures, digital learning resources and materials, as assigned.
18. Performs other duties similar to the above in scope and function as required and assigned.
19. Assists students in individual and small groups with assigned work in the digital learning courses environment.
20. Monitor student progress in digital courses and assist in the maintenance of student

records.

EMPLOYMENT STANDARDS

Knowledge of:

- terminology, purpose, operations, and practices of the Bright Futures Learning Center;
- cataloging procedures and methods;
- proper English grammar, usage, vocabulary, and spelling.
- developmental levels of school-age children and age appropriate media materials.

Ability to:

- learn proper circulation, reference and retrieval methods and techniques;
- perform specialized learning center work with speed and accuracy;
- use standard office and library/media equipment including technology devices;
- word process accurately at a rate required for successful job performance;
- perform minor repair work on materials and minor network troubleshooting;
- perform mathematical calculations;
- establish and maintain records and filing systems;
- prepare routine reports and correspondence;
- communicate effectively in both oral and written forms;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE & REQUIREMENTS

- First Aid Certificate including CPR
- High school diploma or equivalent
- Associate of Arts Degree or Equivalent experience as demonstrated by exam
- Criminal Justice fingerprint clearance
- TB test clearance

MEDICAL CATEGORY II

Moderate Physical Effort

1. Located in a work environment with moderate physical qualifications and requirements.
2. Ability to lift 50 lbs. maximum or carry any object weighing up to 25lbs.

Board Approved on March 20, 2013