



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Library Tech
Reports to: Building Principal

Purposes and Objectives of the Position:

The Library Technician shows students how to find and use library resources, maintain textbook collections, and helps teachers develop curriculum materials.

Qualifications:

- As set by Kansas State Board of Education for the specified teaching assignment

Duties and Requirements:

- Monitors student behavior in the library. Answers questions and provides information concerning library resources; assists students in locating and accessing materials and topics for research, reference, and assignments.
- Monitors library files, types correspondence and forms.
- Tutors students in the computer use procedures; provides information and answers questions; may oversee use of photocopying equipment.
- Processes new books and materials; inserts pockets and cards; may stamp ownership markings.
- Types replacement cards as needed. Repairs books; prepares books and materials for discard.
- Types orders for books, magazines, and other library materials. Receives and verifies orders; maintains records. Keeps staff and students informed of new resources.
- Checks books and other library materials in and out; shelves materials. Prepares overdue notices and correspondence.
- Collects fees and writes receipts for overdue payments.
- Assists in taking periodic inventory of books and materials; maintains inventory records.
- Enters library material information on computer.
- Assists librarian or library technician in maintaining physical appearance of library; picks up litter and straightens chairs. Sets up displays; creates bulletin boards.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.