



Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

September 15, 2023

POSITION:

CHARTER HIGH SCHOOL MEDIA CAREER TECHNICIAN
6.0 hours per day, 193 work days per year
August – mid June

SALARY:

\$19.24 - \$24.55 per hour

QUALIFICATIONS:

See job description on reverse side of this Notice.

TO APPLY:

Submit an application if one is not on file with the HR Office and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent of Personnel Services, Attention: Classified Personnel. It is the applicant's responsibility to confirm the receipt of their application and/or letter of interest by the classified personnel office.

APPLICATION DEADLINE:

Until filled

INTERVIEWS:

Selected applicants will be notified

Applicants must follow the above instructions to be considered.

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinitiate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

WHERE KIDS COME FIRST

ORCUTT ACADEMY CHARTER HIGH SCHOOL

CLASS TITLE: CHARTER HIGH SCHOOL MEDIA CAREER TECHNICIAN

BASIC FUNCTION:

Under the direction of a Principal, provide library media services related to the circulation, distribution and recovery of library and reference books, textbooks, audio-visual materials and equipment and other instructional materials at an assigned school facility; process, shelve and assist students and staff in the selection of media center materials. Coordinate a variety of career-related activities; provide technical assistance to students in areas related to gathering, researching and understanding current career and college information.

REPRESENTATIVE DUTIES:

Receive, process, circulate and re-shelf print and non-print materials. *E*

Assist individuals, groups of students and teachers in locating and selecting appropriate materials; maintain center schedule for teachers; present library orientation sessions. *E*

Maintain records of expenditures, circulation, inventories, payment for lost or damaged materials and fines and other monies collected. *E*

Prepare and send overdue notices and billings as required; collect monies and provide receipts. *E*

Process new library materials including library books, textbooks and audio-visual equipment. *E*

Maintain shelf lists and bibliographies. *E*

Ability to access the Internet, executes appropriate software, manage files, enter and manipulate data and maintain inventory records. *E*

Issue and collect textbooks from students; maintain records and file information. *E*

Answer questions and provide information regarding the operation of the media center to students, teachers and staff; locate and retrieve books for teachers as requested. *E*

Maintain, set up, operate and inspect a variety of media center equipment; perform minor repairs and adjustments on hardware and software; assign and reserve various equipment and resource materials as required. *E*

Coordinate off-site maintenance and repairs of equipment. *E*

Design and provide motivational displays such as bulletin boards, posters and displays. *E*

Mend and repair damaged books; select and prepare materials to be re-bound, repaired or discarded. *E*

Assist in the selection and ordering of library books, textbooks, periodicals, instructional materials, supplies and software. *E*

Organize the media center facility, maintaining materials in good condition and assessing facility needs and problems. *E*

Plan, organize and coordinate a variety of career-related activities including arranging various speakers, testing activities, career fairs and other activities. *E*

Provide technical assistance to students in areas related to gathering, researching and understanding current career and college information; introduce students to the Career Center and available resources including books and network systems. *E*

Conduct career-related class presentations; work with teachers to provide career information to students relevant to their interests. *E*

Administer and process interest inventories; schedule and make arrangements for inventories; explain purpose of inventories and proper completion of the form; input data and establish career files for students. *E*

Assist students and staff in the use of the Learning Center including working with classes and individual students; explain computerized card catalogue, how and where to locate books, proper usage of the computer and related systems, and provide other information as requested. *E*

Participate in the distribution and collection of textbooks; process textbooks according to established procedures. *E*

Operate a computer and other office equipment as assigned; operate various audio-visual equipment. *E*

Provide assistance to other department staff as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library terminology and standard library practices and techniques

General types and uses of library materials including basic reference sources and materials

Dewey decimal classification systems

Modern office practices, procedures and equipment

Record keeping techniques

Oral and written communication skills

Telephone techniques and etiquette

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty

Basic math

Career and occupational resources, trends and opportunities.
College and trade school entrance requirements and procedures.

ABILITY TO:

Provide library media services related to the circulation, distribution and recovery of library and reference books, textbooks, audio-visual materials and equipment and other instructional materials at an assigned school facility.

Process and shelve library/media center materials and assist students and staff in the selection of library/media center materials

Read, interpret, apply and explain rules, regulations, policies and procedures

Add, subtract, multiply and divide quickly and accurately

Understand and follow oral and written directions

Work cooperatively with others

Type at an appropriate rate of speed

Operate, service and make minor repairs on equipment including audio-visual equipment, typewriter, duplicators and computer

Work independently with little direction

Communicate effectively to children and adults

Establish and maintain effective working relationships with others

Plan and organize work

Maintain a variety of inventories, files and records

Assist with the preparation of resumes and job applications.

Conduct career-related class presentations.

EDUCATION AND EXPERIENCE:

An equivalent combination to: graduation from high school supplemented by college-level course work and two years increasingly responsible clerical and library experience.

WORKING CONDITIONS:

ENVIRONMENT:

School media center environment.

Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Standing for extended periods of time

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Pushing and pulling book carts

Lifting and carrying moderately heavy objects

Climbing