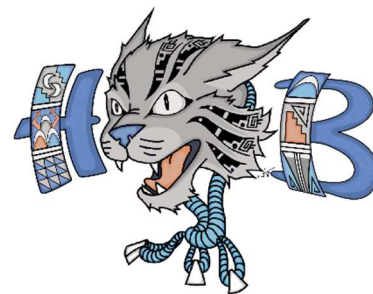


Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Library Technician	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for the overall operation of the school's library; serves as the leader in developing and promoting the information literacy component of the school curriculum; serves as the supervisor/director of the library media program in the school.

I. QUALIFICATIONS:

1. Required Associates degree or 60 semester hours of coursework documented on an official transcript from an accredited institution of higher education.
2. Knowledge and experience for two (2) years' experience in Library setting.
3. Knowledge and experience in Library Management.
4. Knowledge of State of Arizona Library/Media Center Model.
5. Knowledge and experience with state standards; standards-based instructional planning and lesson delivery procedures.
6. Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new library services and equipment.
7. Required experience with diverse populations, specifically Native American.
8. Experience with teacher collaboration teams or teamwork must.
9. Computer literate and experience with technology-based assessments.
10. Required valid Driver's License, First Aid/CPR Certificate.
11. Must pass state, federal and local criminal background checks
12. Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
13. Excellent communication skills, ability to communicate and work well with staff, students, parents and community.
14. Hopi/Native American Preference.
15. Salary will be determined from Teacher Assistant/Technician salary schedule.

II. DUTIES AND RESPONSIBILITIES:

LIBRARY OPERATIONS AND MAINTENANCE

1. Responsible for the overall operation of the library; knows the collections, equipment, or provision of production services.
2. Responsible for the development of a Library Procedural Manual for school use; manual is to include components such as: collection maintenance, budgeting, ordering procedures, receiving and cataloging procedures, inventory, weeding and book repair, circulation parameters, fines, payment of lost books, procedures for responding to parental concerns, equipment use, etc.
3. Responsible for the development of the HBCS library services and operation policy; to include selection and collection procedures and library and internet use guidelines and procedures.
4. Responsible for the yearly needs' assessment and evaluation of library services; provides finding and report to school administration and governing board on yearly basis.
5. Responsible for providing ongoing reports to administration and governing board on library usage, attendance and service use and circulation.

6. In collaboration with Instructional Coach and teachers, coordinates the implementation of the Reading and Math Assessment Programs; oversee the technology aspect of these computerized assessment systems; collaborate with Academic Supervisor and Administration is the analysis and use of data to monitor student progress and performance.
7. Establishes a library advisory committee; committee to meet monthly.
8. Responsible for clerical service(s) in the school library media center, such as checking materials in and out, shelving materials, etc.
9. Maintains area networks, library hardware, troubleshoots and installs library software, trains others in use of practical library hardware and software.
10. Participates in frequent, informal collaborative curriculum planning with the school staff and other librarians.
11. Be always responsible for the supervision of students.
12. Maintains required library services files and records.
13. Be responsible for enforcing school approved discipline plan.
14. Knows and follows school regulations regarding emergency and safety procedures.
15. Responsible for performing those duties which protect the health and safety of students and employees.
16. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
17. Will make collaborative efforts to assist in reaching school improvement goals.
18. Will be in daily attendance of 90% or better monthly.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board