

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE TECHNOLOGY SUPPORT – MEDIA/LIBRARY – MATERIAL CENTER**

**Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION / DIRECTOR FOR INSTRUCTIONAL PROGRAMS**

**General Job Description:**

Under indirect supervision, distribute instructional materials to district staff.

**Essential Duties and Responsibilities:**

1. Check e-mail on a daily basis for teacher orders of supplies, materials, or videos.
2. Manage library software and provide librarian support.
3. Provide input into the selection of new items or replacement items.
4. Prepare and distribute preview forms for new materials.
5. Assign PIN numbers to new teachers, and bar codes for new material center items.
6. Conduct inventory of all MTC Resources.
7. Prepare and post projects on RISD website.
8. Prepare end of year reports.
9. Newsletter.
10. New Teacher In-Service (NTO).
11. New Teacher In-Service Binders.
12. Assist with preparation of in-service materials and training.
13. Knowledge of computer systems, including data bases and word processing programs.
14. Manage personal and professional tasks through the use of technology.
15. Manage available instructional materials and reviews.
16. Maintain confidentiality with sensitive matters.
17. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
18. Report to work on time and work no less than 7 hours per day.
19. Work independently with very little supervision.
20. May be required to perform other related functions as assigned by your supervisor(s).

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. Three years' experience in a library environment, and at least one of which should have been in an educational library environment.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**ADMINISTRATIVE TECHNOLOGY SUPPORT – MEDIA/LIBRARY – MATERIAL CENTER (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasions.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**