



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

August 16, 2023

AN EQUAL OPPORTUNITY
EMPLOYER

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

MEDIA TECHNICIAN

.5 Swan Creek / .5 CEO @ Swan Creek School

To perform library/media duties as designated by the school library media specialist.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Performs special tasks in the acquisition and processing of book and non-book materials as directed by the Library Media Specialist.
- Performs duties at the circulation desk such as checking-out materials for students, printing and distributing overdue, notices, collecting fines, preparing reserve and special collections, and updating the student databases.
- Assists the school Library Media Specialist with yearly inventory of print, non-print materials, and equipment.
- Operates, schedules, and routes portable audio visual equipment, video recorders, and television cameras.
- Performs media production tasks, such as video taping.
- Schedules and reserves audio visual materials, retrieval system, and DVD's.
- Assist the Library Media Specialist with the security of the Library Media Center.
- Operates library media automation programs and enters data for the programs.
- Operates online database programs.
- Assists students, individuals, and small groups in the use of reference tools, print, non-print, and online databases.
- Assists the library media specialist in teaching individuals and small groups of students.
- Performs special duties as assigned, including performing typing and computer duties accurately.
- Processes book and audio visual orders: packs and unpacks books and equipment.
- Maintains equipment and submits equipment work orders online.
- Assists in maintaining appearance of the media center.
- Supervises student helpers.
- Performs other work-related duties as assigned.

SALARY

Starting Salary for Technicians (\$31,558)

May increase with additional education and experience.

REQUIREMENTS

- High school diploma or GED; associate of arts degree or sixty college credits beyond the high school diploma.
- Experience with the use of Microsoft Office programs.
- Possess strong verbal, written, and interpersonal skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or Kenneth.Miller@hcps.org; Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE