



# Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044  
(650) 738-6600 ★ (650) 557-9672 (fax)

*Preparing Students for an Evolving World*

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## MEMORANDUM

*Educational Support Services*

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Tina Van Raaphorst, Executive Director, Educational Support Services

**SUBJECT:** New Job Description: Library Media Technician  
(Action)

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### Recommendation

It is recommended that the Board approve the new job description for the Library Media Technician.

### Background

Attached is the job description for the proposed new position of Library Media Technician. This job description, if approved, will replace the Library Media Clerk position. The Library Media Clerk job description was outdated and did not represent the actual work being done by these employees. This new job description was developed by surveying local school districts with similar positions and by surveying current PSD Library Media Clerks. It has also been reviewed by CSEA leadership. As our schools become more technologically equipped and as students needs change, the skills needed to provide appropriate library services grow. The addition of this position will help ensure our students and teachers have the library resources and support necessary for today's educational environment.

This job description was developed to encompass the essential duties, responsibilities and abilities necessary for the job. The qualifications and certifications required are also outlined.

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Approved for Board Presentation