

BOURNE PUBLIC SCHOOLS

Library Education Support Personnel

Category 1

Job Description

Reports to: Principal
Media Specialist/Librarian (when applicable)

Job Goal: To oversee book and media circulation and cataloging and maintain the library as a pleasant and available place for students

Responsibilities:

1. Provide clerical assistance to the library through completion of routine tasks as assigned by the Library/Media Specialist and/or Principal
2. Supervise students under the direction of the Library Media Specialist and/or Principal
3. Assist teachers in providing a program in library skills for students when the Library/Media Specialist/Librarian is not available
4. Record teacher and pupil requests for print and non-print purchases when the Library/Media Specialist/Librarian is not available
5. Coordinate volunteers to work in the library when the Library/Media Specialist/Librarian is not available
6. Assist students and teachers in locating, circulating, using, and creating library resources and information
7. Maintain up-to-date cataloging when the Library/Media Specialist/Librarian is not available
8. Maintain an up-to date equipment inventory when the Library/Media Specialist/Librarian is not available
9. Set up and check out audio-visual materials when the Library/Media Specialist/Librarian is not available
10. Attend curriculum meetings that pertain to area when the Library/Media Specialist/Librarian is not available
11. Support the social and emotional needs of students through positive relationship building, appropriate support, and engaging instruction
12. Plan, create, and update library/media center displays
13. Assist with the development of state assessment portfolios or state assessment proctoring when appropriate
14. Other duties as performed by the library media specialist/librarian or as assigned by the building Principal

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run

4. Ability to lift and carry heavy boxes and access books on both high and low shelves
5. Maintain an academic atmosphere in the library and develop positive relationships with students
6. Ability to complete district approved de-escalation and safety training
7. Ensure confidentiality regarding all personal information and educational records concerning students and their families
8. Maintain professional boundaries with students and families
9. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
10. Take initiative and work independently
11. Continually pursue professional training to keep skills current, participate in in-service training programs, attend courses, attend department meetings, etc.
12. While performing the job, communicate effectively

Qualifications:

Associates degree or higher preferred

Strong communication and organizational skills; interest and an understanding of students preferred

Experience with the workings of a school library/media center preferred

Evaluation:

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

Terms of Employment: Varied based on student and district need; full time and part time opportunities available – school calendar year

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.

ADOPTION DATE: 06/05/2019