Title:	Paraprofessional- Library/Media Center	Reports To:	Site Administrator	
Department:	Varies	Bargaining Unit:	☐ CSEA 860 ☒ CSEA 27 ☐ AEA	☐ Management ☐ Confidential ☐ Unrepresented
Hours:	Varies	No. of Work Days:	Varies	
FLSA Classification:	☐ Exempt ☒ Non Exempt	Type:	☐ Reclassification ☒ Update of job description ☐ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☐ Confidential		☐ Licensed ☐ Unrepresented ☒ CSEA 27 - Group II ☐ CSEA 860	

DEFINITION

Under general supervision, assists in providing instruction to individual or small groups of students in general subject-matter areas to reinforce classroom lessons; observes, monitors, and records student behavior and performance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from site administrator. Exercises no supervision of staff.

ESSENTIAL FUNCTIONS

- Works with and tutors individual and small groups of students in various subject matter areas to reinforce class lessons, improve skill levels, prepare for tests, and assist students in completing class and homework assignments.
- Works with students in small groups or on an individual basis in defined subject areas using structured lesson plans, exercises, and other approved strategies.
- Assists with supervising and monitoring students during classroom activities.
- Assists the teacher in preparing educational materials.
- Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning and straightening the Library/Media Center.
- Performs clerical duties in support of the Library/Media Center teacher.
- Assists students in a professional and respectful manner.
- Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution.
- Communicates and interacts with staff as needed to answer questions, address concerns, and provide requested information.
- Attends a variety of meetings and training sessions as required.
- Instructs students and teachers for the purpose of complementing classroom instruction with various software applications and the use of computer technology.

- Processes library books, periodicals, software and related library materials (e.g. logging into master files; producing required reports, recovering delinquent materials, etc.) for the purpose of providing students and staff with required materials.
- Instructs students and teachers for the purpose of educating them on the proper use of the library resources and/or complementing classroom instruction with various software applications and the use of computer technology.
- Performs basic first aid as required; reports and provides information for accident report form.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Methods, practices, and strategies of improving student learning through specialized structured lesson plans, and instructional materials.
- Safety principles and practices.
- Computer equipment and applications related to assigned work.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Effective practices in dealing with parents/guardians, students, and District staff.

Ability to:

- Engage students in positive learning in a Library/Media Center environment.
- Learn and apply District rules, regulations, policies, and procedures.
- Learn and understand the organization and operation of the worksite/District as necessary to assume assigned responsibilities.
- Observe and assist with student behavior according to approved policies and procedures.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- File materials alphabetically, chronologically, and numerically.
- Assist with medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Learn worksite/District first aid procedures.
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate office equipment including computer equipment and software programs.
- Organize work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicate with diverse groups; foster positive relationships; maintain confidentiality; work as part of a team; exhibit tact, patience, kindness, and a positive attitude.

Education and Experience:

- Completion of at least 48 semester units of study at an accredited institution of higher education; OR
- Possession of an Associated Degree or higher from an accredited institution of higher education; OR
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing, and mathematics.

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**F**		Lift/carry 0-10 lbs	**F**
Twist	**F**		Lift/carry 11-25 lbs	**I**
Squat	**F**		Lift/carry 26-40 lbs	**N**
Kneel	**F**		Lift/carry 41-100 lbs	**N**
Climb	**F**		Stand	**F**
Reach above shoulder	**O**		Walk	**F**
Grip/Grasp	**I**		Sit	**F**
Extend/Flex Neck	**O**		Drive	**O**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**F**		Keyboarding/Mouse Work	**I**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom and/or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees may be exposed to blood and body fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.