

## Technology and Library Paraeducator

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### **Purpose Statement:**

The purpose of this position is to provide instructional support for technology integration, learning, and library resources. Responsibilities vary with the individual assignment, but typically include instructional support through asset management of books, textbooks, computers and instructional technology, as well as providing tier one support for all instructional technology and resources in the building.

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### **Essential Functions**

- Acts as an instructional technology resource to support the 1:1 hardware for staff and students
- Assesses and troubleshoots instructional technology in the building
- Provides tier 1 technology support for all 1:1 instructional technology in building
- Plans, communicates, and coordinates work with EdTec and building technician
- Updates Asset Inventory System to reflect current inventory of technology and library resources
- Assists students in computer usage and operation to align with their instructional assignments
- Instructs students individually or in small groups using 1:1 technology aligned to instructional assignments
- Assists with evaluation of student needs and preparation of technology and library resources/materials in collaboration with certificated staff
- Maintains and/or assists certificated staff with student discipline, including the development and maintenance of positive student behavior
- Processes, shelves and repairs books and all instructional materials
- Checks in/out books/curriculum materials, as well as student and staff computers
- Assists students and staff with locating specific books and reference materials, including online resources
- Gathers resources and prepare materials in support of instruction as requested by certificated staff
- Uses a wireless scanning device and assists in yearly inventory of library and curriculum materials
- Works independently and with students supporting instruction as needed in librarian's absence
- Maintains instructional resource list for librarian ordering
- Assists with supervision of students during building activities
- Assists students with building emergency drills

### **Other Functions**

- Attends program meetings
- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Attends student orientations to assist with deployment of student technology devices
- Attends technology training as needed to enhance job functions
- Performs other related duties as assigned

### **Education**

- High school diploma or equivalent
- Meet the one of the following requirements (effective 9/1/18)
  - Passing grade on ETS paraeducator assessment
  - Hold an associate of arts degree
  - Earned 72 quarter credits or 48 semester credits at an institution of higher education
  - Completed a registered apprenticeship program

## **Knowledge and Skills**

- Intermediate knowledge required to perform assigned tasks
- Intermediate experiential skills required to perform assigned tasks
- Standard communication of moderately complex information in oral and written form
- **High School level curriculum knowledge and skills required**
- Able to perform all job functions in routine situations

## **Responsibility**

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Approval is needed before deviating from routines
- Occasionally required to resolve unexpected issues
- Regular discretion and access to ordinary information
- Moderate risk or impact if errors are made

## **Planning & Organizing**

- Planning/organization of own work in coordination of work of others
- Reporting required within building or program
- Collects data under close supervision

## **Working Conditions**

- Frequent interruptions
- Frequent deadlines
- Moderate emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Moderate standing (31-60%)
- Moderate lifting (Example: Shelving and moving library books and textbooks)
- Moderate prolonged sitting (31-60%)
- Moderate carrying (Example: Shelving and moving library books and textbooks)
- Limited climbing
- Moderate stooping and bending
- Moderate twisting
- Moderate fine dexterity
- Moderate pushing and/or pulling

## **Clearances**

Criminal Justice Fingerprint/Background Clearance