

Inter-Lakes School District Position Description

Position Title: **Library Media Para-Educator**

Reports To: **Building Principal, Assistant Principal, Library Media Generalist**

GENERAL SUMMARY: Working under the general direction of the Library Media Generalist and the building administrators, the Library Media Para-Educator will perform a variety of tasks. Daily responsibilities will include providing positive support and services to students and staff and maintaining and supporting systems established by the Library Media Generalist.

SPECIFIC JOB FUNCTIONS:

- Assist students and staff in locating information and appropriate materials
- Maintain the physical appearance and order of the collection through shelving and shelf reading
- Maintain and repair materials as necessary
- Uphold library policies and established procedures
- Assist with the inventory of the collection
- Complete assigned clerical tasks in a timely and accurate manner
- Demonstrate technological skill through the use of the library automation system, using basic search strategies on the Internet, and utilizing other technologies such as specialized databases and CD-ROM's
- Demonstrate the ability to assist staff in the proper use of the equipment
- Complete an annual inventory of the collection (SCS Only)
- Promote literature appreciation (SCS Only)
- Collaborate with teachers to integrate content areas with information literacy skills (SCS Only)

Common Job Functions

- Assist co-workers
- Communicate effectively and positively
- Identify potential problems and effectively participate in their solution
- Accept assignments in a cooperative manner
- Work to keep informed of school issues
- Demonstrate independence and show initiative
- Maintain a good record of attendance and punctuality
- Maintain confidentiality of the work place
- Understand and comply with all school policies and procedures
- Demonstrate positive and respectful interactions with students
- Maintain appropriate self-control when dealing with students
- Supervise students in an appropriate manner
- Communicate to administration any safety concerns
- Other duties as assigned

EDUCATION/EXPERIENCE:

High School Graduate/advance course work desirable

Demonstrated ability to work with children in a variety of settings

Basic computer skills

WORKING CONDITIONS: Primary setting is the Library Media Center, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting are necessary.

- **External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job function as listed, either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case by case basis.**