

Paraprofessional - Library Media

Purpose Statement

The job of Paraprofessional - Library Media is done for the purpose/s of assisting the library media specialist with instructional and non-instructional activities for students, staff and parents. Responsibilities include organization and circulation of the collection, helping students and teachers with resource needs, supporting one-to-one device management, troubleshooting and assisting with the overall operation of the library.

Essential Functions

- Assists students, staff, and parents with a variety of activities (e.g. researching and finding materials, assisting with classroom assignments, setting up equipment, trouble shoots computer problems, device insurance and claims processes, coordinating the lending of book sets, etc.) for the purpose of providing services to library clients.
- Assists with coordination, training, and support of library volunteers for the purpose of ensuring efficiency for an informative and educational learning environment.
- Attends in-service training for the purpose of conveying and/or gathering information and supporting District goals.
- Confers with Library Media Specialist for the purpose of coordinating activities and ensuring the effective and efficient operation of the work unit.
- Consistent interaction with students for the purpose of educating students.
- Creates promotional displays, exhibits, and flyers for the purpose of promoting events, educational developments, and resources that are available for use.
- Maintains a variety of documents, files, and records (e.g. LMC facility usage, schedules, overdue lists, troubleshooting log, order information, Destiny data, etc.) for the purpose of documenting activities and providing up-to-date, accurate information.
- Monitors student activities (e.g. assures students sign in and out, issues passes if necessary, assists with computer and printer issues, assists in locating and selecting books, supervises after-school drop-in students, etc.) for the purpose of maintaining a safe, supportive environment conducive to learning.
- Oversees equipment usage (e.g. schedules all equipment, replies to equipment requests, resolves scheduling conflicts, provides updated information on web schedule, sets up DVD/TV, sets up projection/sound on laptops, creates work orders for unresolved issues, etc.) for the purpose of providing equipment in an efficient and effective manner.
- Performs a variety of clerical tasks (e.g. answers telephone, takes and delivers messages, updates and creates documents, conducts annual library inventory, copies and scans items, reconciles inventory reports, operates a variety of office equipment, orders supplies, etc.) for the purpose of supporting the effective and efficient functioning of the work unit.
- Performs circulation activities (e.g. checks-in and checks-out materials, prepares circulation count, runs and distributes overdues, processes holds and interlibrary loan requests, follows up overdues through student contact and parent letters, assists clients in locating materials, oversees periodical organization and processing, etc.) for the purpose of controlling the use, location, and availability of items in the collection.
- Prepares items for deprocessing (e.g. compiles list of barcodes, removes any District identifying marks, removes items from the library catalog, sends remaining items to the warehouse, etc.) for the purpose of maintaining a high quality collection.
- Prepares manual and electronic documents and reports (e.g. monthly circulation reports, inventory reports, overdue reports, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, software, equipment, and related media materials (e.g. enters into files, stamps with school stamp, barcodes, puts on spine labels and mylar covers, laminates paperback books, shelves

- materials, dates magazines, etc.) for the purpose of providing students and staff with a wide-variety of materials.
- Provides support for one-to-one computer devices (communicates with the library media specialist and building tech regarding damage or other issues, helps manage uninsured device collection, troubleshoots some computer and peripheral problems, assists with log-in issues, creates workorders for unsolved problems, circulates loaner devices for students and substitutes, supports circulation of devices at the beginning and end of the school year etc.) for the purpose of ensuring an efficient, effective and supportive learning environment.
 - Repairs and cleans books and materials for the purpose of ensuring availability of a high quality library collection.
 - Responds to inquiries of students and staff (e.g. availability of books, finding appropriate reference documents, status of overdue fines, computer/printer concerns, reservations, setup of equipment, etc.) for the purpose of providing information and/or direction as required.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and customer service.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: Establishing effective working relationships; adaptability/flexibility; dealing with frequent interruptions; detail oriented; reliability; and good communication skills.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under some temperature extremes.

Experience: Job related experience is desired.

Education: High School diploma or equivalent.

Equivalency: Associate's Degree preferred

Required Testing

None Specified

Certificates and Licenses

(in order to get a sub certificate, you must have 36 college credit hours or complete the aproved 20 hours Substitute Certificate course)
Substitute Certificate (required prior to start date)

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2018

Pay Grade

See Classified Salary
Schedule

Revised Date

09/10/2024