

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Paraprofessional, Library - Elementary  
**Date Prepared or Last Modified:** December 2021  
**Work Year:** 9 Month  
**Department:** Elementary  
**Reports To:** School Admin

**SUMMARY:** Fully responsible for managing and coordinating a library within a school building. Duties include ordering books, computer programs, and materials; maintaining library inventory by updating library information on computers; supervising students in the library; assisting students and teachers with locating information in the library and with using library resources and technology; and checking materials in and out.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

**D 60% Student and Staff Support**

Assist students and staff with locating and checking materials and books in and out of the library. Assist staff with locating and pulling materials for classroom use; conduct instructional library skill sessions for students; including reading books to help support the love of reading; monitor and supervise students in the library or other assigned areas.

**D 30% Library Management**

Keep the library organized and clean; update and maintain library computer records of books, magazines, videos, materials, and other vital information to keep inventory up-to-date. Process all new books/materials by entering them into the computer system and printing cards and labels for books. Perform inventory count annually; mend and repair books as needed; order library books, materials, and supplies while staying within budget; organize book fairs or other events to raise money and /or promote literacy.

Ongoing 10% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE** No experience required. Library experience preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Intermediate English language skill, basic math and accounting skills, personal computer, keyboarding and word processing skills and critical thinking and intermediate problem solving skills; advanced oral and written skills, interpersonal relations, customer service and public relations and advanced organizational skills. Ability to manage confidentiality, multiple priorities and tasks with frequent interruptions, and the ability to diffuse and manage volatile and stressful situations. Continuing knowledge of current educational technology such as computers, doc cameras, LCD projectors, and their uses.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities; however, this position is responsible for supervising students in the library and in other areas of the school and for directing volunteers in the library. Acts as a resource for students by providing training on library resources, for teachers by locating items to support curriculum, and for volunteers and other Library Paraprofessionals by assisting with and providing training on the specialized library programs.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee frequently is required to talk and hear. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee occasionally works in high, precarious places. The noise level in the work environment is usually quiet to moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to communicate. Occasionally required to compare, analyze, copy, coordinate, instruct, compute, evaluate, compile, and negotiate.