

## 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 certificated staff member(s), the technology department, and building technician
- Updates Asset Inventory System to reflect current inventory of technology and library resources
- Assists students in computer operation and resource usage and to align with their instructional assignments
- Instructs students individually or in small groups using library resources and 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 and/or instructs students in computer usage or operation (Accelerated Reader, etc.)
- 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
- Must meet minimum state requirements for Paraeducators

## **Knowledge and Skills**

- Specialized knowledge required to perform assigned tasks
- Library & Inventory management Software Training required
- Advanced experiential skills required to perform assigned tasks
- Intermediate oral/written communications required
- Primary level responsibilities require advanced curriculum skills
- The job occasionally is required to function in complex situations

## **Responsibility**

- Position has authority to apply policies and procedures using independent judgment, without consultation of others
- 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
- Limited emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Work requires normal safety precautions when working with students
- Frequent standing (61+%)
- Frequent lifting (31+ lbs., frequently)
- Limited prolonged sitting (1-30%)
- Moderate carrying (11-30 lbs., occasionally)
- Limited climbing
- Moderate stooping and bending
- Moderate twisting
- Frequent fine dexterity
- Limited pushing and/or pulling

## **Required Tests**

Successfully pass the Paraeducator Test

## **Clearances**

Criminal Justice Fingerprint/Background Clearance