

LIBRARY PARAPROFESSIONAL III – DISTRICT

DEFINITION

Under general supervision, perform a variety of specialized and technical functions within the instructional materials operation including computer related duties; perform a variety of responsible clerical functions relating to the acquisition, processing, storing, and distribution of instructional materials and equipment; and do other related work as required.

ESSENTIAL FUNCTIONS

Requisition, process, store and distribute instructional materials in an instructional materials center; prepare requisitions and orders; may arrange instructional material and equipment displays for instructional staff review; receive instructional materials and equipment shipments and inspect them for discrepancies, damage, shortages and pursue the necessary follow-up tasks; assist in the planning, organization and development of instructional materials displays and exhibits; assist instructional staff and volunteers in the use of instructional materials, including layout, lettering, color design, and material selection; responsible for maintaining instructional materials center in an orderly, attractive, and safe condition; may conduct or assist in the presentation of in-service training programs pertaining to the development and creation of instructional materials and in the use of instructional media equipment; participate in the inspection, repair and minor maintenance of instructional materials and equipment, including films, audio/video tapes and various projection and audio and video equipment; maintain a specialized data management, storage and retrieval system, which includes classification, cataloging and inventory and expenditure control processes; oversee computerized check-out operation of media material; receive, process, schedule, and distribute instructional material and equipment requests; perform general clerical and library clerical functions, including typing, filing, data abstraction, and a variety of other similar tasks.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, and computerized procedures utilized in an instructional materials and equipment processing and distribution operation;  
Standard office practices, procedures, and techniques;  
English usage, spelling, grammar, punctuation, and math concepts;  
Procedures relative to the acquisition and utilization of instructional materials and equipment;  
Materials, supplies, equipment, and terminology commonly used in an instructional materials center;  
Assist in the acquisition, processing, storage and distribution of instructional materials and equipment;  
Art ideas, design, layout, lettering and illustration methods, techniques, and procedures.

Ability to:

Efficiently and effectively perform technical clerical functions, illustration functions and activities;  
Understand and maintain a specialized data, record management, storage, and retrieval system, including computerized processing;  
Assist in the acquisition, processing, storage and distribution of instructional materials and equipment;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including course work or training in office procedures, instructional technology, or closely related fields.

Experience:

Two years of responsible and specialized clerical experience.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the course of work, operator must possess a valid and appropriate California driver's license; have an acceptable driving record and qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Pushing and/or pulling objects weighing up to 100 pounds and lifting up to 50 pounds; physical dexterity in limbs and digits necessary to perform duties; ability to bend, stoop, grasp and reach.

Pre-placement Physical: Class I

09/20