

LIBRARY PARAPROFESSIONAL I

DEFINITION

Under supervision, perform clerical functions related to the acquisition, processing, cataloging, storage, circulation and recovery of library and reference books, and a variety of other instructional materials and media; and do other related work as required.

ESSENTIAL FUNCTIONS

Receive and process, for the library, books, periodicals, computer software, instructional materials and media; maintain circulation and distribution records for students and teachers; prepare and maintain a variety of file and record systems, including shelf and storage lists and records, catalog cards or computer database records, and other files and records; develop and maintain a schedule for library use; collect and circulate library books, periodicals and instructional media; assist in locating materials for classroom use; may assist students in locating materials pertaining to specific subject matter areas; may work with and read library books to students; assist in monitoring student behavior; lift, transport, arrange, and shelve library books and instructional materials; provide direction and assistance to library assistants and volunteers; maintain appropriate interest center displays; perform minor housekeeping functions in maintaining a neat and orderly library/media center environment; prepare requisitions and orders for selected books, computer software, and instructional materials; repair damaged books and other instructional material; prepare book cards, book lists, bibliographies, memoranda and other similar material; prepare and forward overdue notices; collect replacement costs for lost library materials and reconcile funds for District deposit; perform the library inventory process.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Library methods, terminologies, and procedures;
Dewey Decimal and Library media center classification systems and basic library reference materials;
Use of internet and Athena library software;
Standard office practices, procedures, techniques, and equipment, including basic computer competency;
Correct English usage, grammar, punctuation, and spelling.

Ability to:

Perform or learn to perform technical library/media center work;
Maintain a variety of complex records involving the issue and receipt of library books and other instructional materials;
Use cataloging and reference guides;
Assist students, teachers, and volunteers in the use of the library/media center;
Maintain order among students using the library/media center;
Understand and follow 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. (In some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration.) Ability to operate data processing equipment.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training in library clerical, or general clerical areas.

Experience:

One year of clerical experience, preferably including some experience in a library or instructional materials center.

Desirable:

Basic computer competency; ability to operate appropriate computer programs.

REQUIRED LICENSES AND/OR CERTIFICATES

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

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Ability to lift objects weighing up to 50 pounds.

Pre-placement Physical: Class I