

Job Description

Position Title	Instructional Paraprofessional – Library		
Building	Varies	Department	Media Center
Hours	Varies	Supervisor	Building Principal/Teacher
Band and Grade	B-21	Tools and Equipment	Computer, applicable software, phone, copy machine, AV equipment as needed, and book repair materials

Primary Function	Under direction of the principal, ensures staff and students have access to necessary media equipment and materials.
-------------------------	--

Essential Duties	
1	Monitors student behavior and disciplines students as necessary, informing teacher of difficulties or problems encountered by students and/or their progress; sets up rules, supervises, develops climate for orderliness and love of books, and lifelong reading and learning.
2	Creates and displays room decorations, posters, and bulletin boards to highlight various subjects or themes.
3	Provides library technical services – Processes books, periodicals, newspapers, daily circulation records, re-shelves books, reads shelf order, prepares weekly overdue list, monitors book return, fixes and covers books, keeps records of overdue materials; keeps shelves neat and orderly; weeds books and magazines; directs student helpers, assists in book selection; orders books, and prepares new books for use; checks on lab at end of day and when unsupervised; and meets with library supervisor when necessary.
4	Always models appropriate behavior showing respect, responsibility, and safety.
5	Supervises students during work time in the library and computer lab – oversees students working on Plato lessons, class projects, assignments, tests, keyboarding, and research; assists students with work area clean-up.
6	Serves as MCA and MAP test proctor – Prepares schedules, seating charts, passes, reports, and directions; prepares lab for testing, loads tests, and administers tests.
7	Aids students and staff in the computer lab; resolves computer problems, turns computers on/off, assists staff with lab scheduling.
8	Serves as Book Fair chairperson – Manages Scholastic Book Fair (Glencoe Elementary).
9	Maintains AV equipment and computers; sets up AV equipment for Community Education or as requested.
10	Oversees students doing make-up tests: before, during, and after school.
11	Helps in AV to make copies for staff and students.
12	Sorts, processes, and files all Media Center mail.

13	Monitors halls during passing time, supervises lunchroom, and/or serves as substitute lunch/recess supervisor.
14	Oversees ECL After School Program for grades 7-12 – keeps accurate records for administration, parents, coaches; files monthly reports to Carver-Scott Educational Cooperative (High School).
15	Sets up and cleans up for School Board and Community Schools meetings (High School).
16	Organizes and supervise Barnes and Noble reward trips (High School).
17	Does year-end inventory of all Media Center materials.
18	Turns computers on and selects educational programs for children to work on during computer times. Explains programs to children when necessary.
19	Orders new library books – Barcodes books and enters information about books into Alexandria system; discards damaged or old books no longer used in the library.
20	Helps with Title III as an instructional educator.
21	Maintains books, including check-out, shelving, labeling, repairing, preparing overdue lists, and maintaining appropriate atmosphere and general housekeeping and cleaning.
22	Instructs in reference skills, card catalog usage, and computer-assisted research.
23	Confers with teachers on special projects and promotes library's special collections.
24	Promotes reading during Book Week, National Library Week, I Love to Read Month, and Used Book Sale.
25	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
-------------------------------	---

Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District policies and building rules. • Knowledge of disciplinary policies. • Knowledge of basic office equipment and procedures. • Knowledge of media technology including audio-visual equipment. • Knowledge of available resources.
---------------------------	--

Skills Required	<ul style="list-style-type: none"> • Skill in applying disciplinary policies. • Skill in relating to and understanding children. • Skill in developing a rapport with children and explaining concepts in a simple and understandable manner. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction. • Skill in audio-visual maintenance.
------------------------	--

Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
--	---