

**HAMILTON UNIFIED SCHOOL DISTRICT
Job Description**

JOB TITLE: PARAEDUCATOR/LIBRARY MEDIA TECHNICIAN

SALARY RANGE:	Range 7	DIVISION:	Classified
DEPARTMENT:	Site Administration	LOCATION:	Various School Sites
REPORTS TO:	Site Principal	WORK YEAR:	School Days Only + 2 in-service days
APPROVED BY:	Governing Board	DATE:	November 2019

SUMMARY: Under the direction of the site administration/Principal, assists certificated staff in monitoring of student activities and maintenance of a suitable, healthy and safe learning environment. Perform library functions and media technical support for the site as it relates to library computer labs and perform routine functions and other related work as required. Supervise playground activities of students at recess and after-school activities that may include library monitoring, multiuse room activities or playground activities as assigned. Supervise children walking to and from school as they cross streets, roads, or highways as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL POSITIONS: (May include, but is not limited to the following.)

1. Assist in planning and implementing learning experiences for students.
2. Work effectively with students in classrooms and assist them in vocational, and/or living skills and academic subjects such as reading, writing, and math.
3. Help students develop healthy interpersonal relationships with peers and adults.
4. Under the direction of a teacher, train and assist students in behavior management.
5. Act as a role model and promote the well-being of the students by helping them develop a positive attitude/self-image, personal hygiene habits, and an ability to cooperatively play and interact with other children and adults.
6. Monitor students during classroom, outdoor, or community activities.
7. Recognize and respond appropriately to health and safety situations such as illness and seizures and other emergency situations.
8. Perform clerical duties as assigned [Examples: typing, copying, filing, answering phones, taking messages and mail distribution, compiling and maintaining library media center records and files and preparing the library schedule, in collaboration with teachers and site administration].
9. Assist in maintaining records and charts on individual students [Example: progress of student learning].
10. Maintain orderliness and cleanliness of the facilities; may set up and move chairs and tables; assist in caring for and maintaining materials, equipment, supplies or toys.
11. Attend and participate in staff meetings, parent meetings (for translation purposes), in-service training, professional development activities as assigned, attend appropriate job-related workshops, conferences, and classes.
12. Apply school rules fairly and equitably for all children.
13. Possess the willingness to verbally or physically intervene in an altercation between students.
14. Understand traffic patterns around school sites and judge safe times to cross, minimizing disruption to the safe delivery of students and to ensure safe egress to and from school.
15. Use tact, discretion, and courtesy at all times.
16. Provide students with a healthy, child-friendly environment in which children are encouraged to explore a wide variety of interests through books and other media.
17. Promote and showcase high-interest literature through a variety of venues: storytelling, bulletin boards, and other display areas.

18. Shelf books and organize other materials housed in the library. Maintain orderliness of shelved materials.
19. Repair reading materials in need of mending in a timely fashion. Refer items beyond repair for discard/replacement and prepare purchase order/quotes for items needing replacement.
20. Refer costs for lost or damaged materials to the office in an accurate and timely manner.
21. Perform related duties as assigned by site administration or classroom teacher.

JOB RELATED

QUALIFICATION REQUIREMENTS: 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.

Knowledge of:

1. Techniques and methods of child supervision.
2. Cultural and physical differences and needs of children.
3. Modern office methods, practices, procedures equipment and software.
4. Establish and maintain effective working relationships with District staff, faculty, students, parents and others encountered in the course of work.
5. Ability to properly use English, grammar, spelling, and punctuation.

Ability to:

1. Learn growth and development principles of children.
2. Patiently and effectively work with students of differing backgrounds.
3. Learn basic CPR/First Aid and safety requirements.
4. Physically perform job tasks.
5. Follow directions and function within program policies and procedures
6. Pass Instructional Aide proficiency exam (requirement for Paraeducator).
7. Ability to learn and utilize various educational programs and software.
8. Ability to communicate clearly and follow oral and written instructions
9. Use safety equipment properly.
10. Understand school and traffic patterns.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required. One-year related experience and/or training or equivalent combination of education and experience is required. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be completion of specialized training in child development.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to students, parents, and other employees. Spanish Speaking preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Possession or ability to obtain a valid CPR certificate, possession or ability to obtain a valid Standard First Aid certificate, must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) CBEST or 4) Passage of other district approved Local Assessment Test.

PHYSICAL DEMANDS: The physical demands here 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. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.