



Position: Educational Assistant - Library Media Center

Dept: Classroom Support

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult advanced human support work. Assists the Library Media Specialist with administrative support work in the Library Media Center to assist students and staff with LMC resources, provide for student detention needs, and maintain district materials in an orderly environment, and related work as apparent or assigned. Work is performed under the regular supervision of the Principal and Library Media Specialist.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- 1) Assists students and staff members in locating/obtaining desired library materials on site and online (interlibrary loans), answers questions, and trains students/staff in usage of Internet resources and other technologies.
- 2) Performs and records materials circulation functions including checking in and checking out materials, displays materials and events to promote reading, updates cataloguing lists and prepares overdue lists, and re-shelves or files returned materials. Per district policy, removes outdated materials and repairs damaged materials.
- 3) Performs material processing functions including applying protective jackets and identification marks/bar codes, adding/deleting patrons in data system, taking annual inventory, and general recordkeeping.
- 4) Assists staff to schedule LMC time and sets up the LMC for classes and meetings. Communicates with staff on a regular basis regarding unit themes and potential resources needed.
- 5) Supervises student detention, takes attendance, protects confidentiality, maintains appropriate student behaviors in the LMC, and makes sure required student work is submitted.
- 6) Prepares printed materials as needed, enters data and updates webpage.
- 7) Under direction of the LMS, assists with the preparation of requisitions for needed supplies and library materials. Unpacks, verifies, and shelves/files new acquisitions.
- 8) Assumes other duties as assigned.
- 9) Regular and reliable attendance is required.

Knowledge, Skills and Abilities

Knowledge of library functions, literature/subjects, and location of specific materials. Ability to help others find appropriate materials.

Organizational and data processing abilities relevant to recordkeeping in the LMC. Ability to use district technology and train staff and students as needed. Ability to order, track, repair, and remove materials.

Ability to design displays, and physical ability to put them up and take them down.

Social skills appropriate for student supervision. Ability to work in a fast-paced environment.

Education and Experience

Associates degree or completion of at least two (2) years postsecondary study (at least 48 credits) or an instructional paraprofessional who met NCLB or ESSA hiring requirements in another district.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, sitting, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts.

Bliss Educational Services Center
1900 Polk Street, Stevens Point WI 54481



Environmental Conditions

This work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Classroom Support Staff Compensation Plan

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Last Revised: 3/2022

Stevens Point School District, Stevens Point, Wisconsin