

**WALL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: LIBRARY PARAPROFESSIONAL

REPORTS TO: Building Principal

QUALIFICATIONS:

- A high school diploma or such qualifications as the Board may deem appropriate.
- The ability to work well with children.
- A responsible, mature outlook.
- The ability to respect the confidentiality of students' special needs.

JOB GOAL: To assist Media Specialist in the smooth operation of the Media Center. To assume all responsibilities for Media Center on off weeks when the Media Specialist is at another school.

PERFORMANCE RESPONSIBILITIES:

1. To assist the Media Specialist on day-to-day operations of the Media Center
2. Be responsible for the preparation and maintenance of book and materials
3. Account for the circulation and collection of library materials
4. Maintain order of library shelves
5. Assist students in appropriate selection of materials (if needed)
6. Assist Reading Specialist with leveling of Guided Reading Books and organization of materials
7. Assist Technology Teacher with MAPs Testing (loading of tests, proctoring, and recording of scores)
8. Assist Math Supervisor with organization and maintenance of teacher math section
9. Manage circulation of iPads
10. Order yearly supplies for Media Center
11. Perform tasks as assigned by the Principal/Media Specialist

TERMS OF EMPLOYMENT: Ten months

EVALUATION: Annual recommendation for renewal by Principal

APPROVED: July 23, 2013