MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Library Educational Assistant
Department / Location:	School Building
Reports to:	Building Principal
Employees Supervised:	None
Classification:	School-year
FLSA Status:	Non-exempt
Created / Revised:	February 2026
Board Approved:	N/A

Position Summary

Under the direction of the Building Principal and Library Media Specialist, the Library Educational Assistant assists in the organization and daily operation of the library through supervising and assisting students in locating books, processing books, checking in and out books, reshelving books to maintain order and assisting with technology as needed.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Supervise student activity in the library.
2. Provide educational technology assistance and supervision to students.
3. Computer data entry through general and automated library systems.
4. Catalog and physically process materials.
5. Collection maintenance, including regular shelving of materials.
6. Manage library calendars.
7. Complete special projects in support of the Library Media Program, as directed by the Library Media Specialist.
8. Maintain confidentiality of patron records.
9. Attend work regularly.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
2. Maintain knowledge of software and equipment used to perform duties, such as: student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must understand the need for teamwork, timeliness and accuracy.
7. Must be able to maintain self-control under stressful situations and deadlines.
8. Must be able to maintain confidentiality of sensitive information.
9. Must maintain a calm demeanor when interacting with others to accomplish tasks..
10. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to push/pull a cart of books weighing up to 100 pounds without assistance.
4. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
5. Must be able to move throughout the building and from building to building.
6. Must be able to reach in all directions and bend/stoop to gather and shelve books, use telephone, calculator, computer and other office equipment.
7. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
8. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
9. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
10. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent.
2. Previous K-12 school based experience and experience in supervising children is preferred.

Licenses and Certifications

1. Must meet the Wisconsin Department of Public Instruction's definition of a highly qualified paraprofession, or have the ability to obtain the necessary qualification

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.