BARNESVILLE HIGH SCHOOL

High School Library Paraprofessional

Managing daily library services under the direction of the High School Principal

The High School Library Paraprofessional is the primary person responsible for operating the Barnesville High School library and reports directly to the High School Principal. The position manages daily services, maintains the collection, assists and supervises students, and supports reading and classroom resource needs.

Position at a Glance

EMPLOYMENT Paraprofessional category | Schedule as assigned	**REPORTS TO** High School Principal
WORK SETTING Barnesville High School library	**PRIMARY RESPONSIBILITY** Daily management of the high school library
WRITTEN AND REVISED Fall 2026	**JOB EVALUATION DATE** TBD

Role Focus

30%	**LIBRARY OPERATIONS AND CIRCULATION** | Daily operations, circulation, and records
25%	**STUDENT ASSISTANCE AND SUPERVISION** | Student assistance and library supervision
20%	**COLLECTION CARE AND PURCHASING** | Collection upkeep, orders, and inventory
10%	**CLASSROOM AND RESEARCH SUPPORT** | Classroom resources and research assistance
10%	**READING PROMOTION AND DISPLAYS** | Reading activities, displays, and outreach
5%	**COORDINATION AND PROFESSIONAL PRACTICE** | Communication, partnerships, and training

Percentages are estimates for review; actual duties vary with library needs and assignments.

Qualification Snapshot

This classified support position is in the paraprofessional employment category.

EDUCATION	EXPERIENCE	SKILLS
High school diploma required.	Experience in library services, school support, or work with adolescents preferred. Ability to organize daily work independently.	Strong organization, communication, and computer skills. Ability to learn library systems and assist students with materials and resources.

Core Capabilities

- Manages daily library work independently.
- Maintains accurate circulation and collection records.
- Helps students locate and use library resources.
- Creates a welcoming and orderly library.
- Coordinates purchases, displays, and schedules.
- Communicates needs and concerns to the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

01 Library Operations and Circulation — 30%

Daily management, circulation, scheduling, and library records

- Manages daily high school library operations independently within priorities and procedures established by the High School Principal.
- Opens and prepares the library for use, maintains an orderly space, and secures materials and equipment at the end of the assigned day.
- Checks materials in and out, processes renewals and holds, and maintains accurate circulation records in the district library system.
- Creates and updates student accounts and class lists, coordinating enrollment changes with the high school office.
- Shelves returned materials and follows district procedures for overdue, lost, or damaged items, including routine notices and follow-up.
- Coordinates library access, class visits, and space reservations with teachers and the Principal, resolving routine scheduling needs.

02 Student Assistance and Supervision — 25%

Access to materials, library routines, and a productive learning space

- Welcomes students and helps them locate books and other resources that match their interests, reading needs, and classroom assignments.
- Supervises students using the library during assigned periods and maintains a safe, respectful setting for reading and schoolwork.
- Explains library procedures, book care, borrowing expectations, and appropriate use of library equipment and shared spaces.
- Reinforces school behavior expectations, addresses routine concerns, and refers significant or repeated issues to the Principal.
- Assists students with the library catalog and approved digital resources and encourages them to develop independent library skills.
- Coordinates with teachers and support staff to help students access materials and participate in library activities according to established supports.

03 Collection Care and Purchasing — 20%

Selection recommendations, approved purchases, processing, and inventory

- Gathers student and staff requests and recommends books, periodicals, and resources that support high school interests and learning needs.
- Orders materials and supplies within the approved budget and purchasing procedures, obtaining Principal approval as required.
- Receives and processes new materials, maintains catalog records, and prepares labels and protective coverings for circulation.
- Conducts inventory, repairs materials when practical, and recommends replacement or withdrawal of items under district procedures.
- Tracks orders, expenditures, subscriptions, and collection needs and provides information to the Principal for library planning.

04 Classroom and Research Support — 10%

Teacher coordination, resource access, and routine technology assistance

- Works with teachers to identify and prepare library materials for classroom projects, assignments, and scheduled library visits.
- Helps students use approved catalogs, databases, and search tools to find resources for teacher-assigned work.
- Reinforces teacher-provided directions for evaluating sources, recording citations, and using information responsibly.
- Provides routine assistance with library computers, printing, and resource access within training; reports technical problems to district technology staff.
- Shares resource needs and access concerns with teachers and the Principal so library services support classroom learning.

05 Reading Promotion and Displays — 10%

Student reading interests, library displays, and approved activities

- Creates and maintains displays that introduce books, highlight student interests, and connect reading with school activities.
- Promotes voluntary reading through book recommendations, new-material announcements, and opportunities for students to share reading interests.
- Plans and coordinates reading activities and library events approved by the Principal, working with teachers and student groups as appropriate.
- Communicates library programs and resources through approved school channels and gathers feedback to improve student participation.

06 Coordination and Professional Practice — 5%

Principal communication, library partnerships, and ongoing learning

- Keeps the Principal informed about library needs, service concerns, purchasing requests, and progress on assigned priorities.
- Coordinates with library networks, vendors, and district staff to obtain approved resources, services, and operational assistance.
- Maintains confidentiality of student and borrowing records and follows district procedures for access to and sharing of information.
- Completes required district training and approved learning in library systems, student support, and workplace safety.
- Maintains dependable attendance, prepares routine coverage information, and performs related duties assigned by the High School Principal.

Assignment and Professional Expectations

Serves as the primary staff member responsible for the high school library. Coordinates student and classroom support with teachers and follows district procedures for resource selection, confidentiality, purchasing, and use of materials.

07 Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision Making and Major Challenges

Organizes daily library work and resolves routine service needs with limited direct supervision. Refers budget exceptions, challenged materials, significant discipline concerns, and policy decisions to the Principal. Balances student assistance with collection care and recordkeeping.

Working Conditions

Works primarily in the high school library with frequent student and staff contact. Duties include circulation, student supervision, class visits, shelving, and computer work. Coordinates coverage and any schedule changes with the Principal.

Physical Effort

Requires sitting, standing, walking, reaching, bending, and shelving. Moves books, carts, and supplies using safe methods and assistance as needed. Essential duties may be performed with reasonable accommodation.

Mental Effort

Requires accuracy, organization, patience, and sound judgment while responding to interruptions and competing needs. Must work independently, protect confidential information, and communicate calmly with students and staff.

08 Accountability and Expected Outcomes

Position accountability and performance expectations

The High School Principal directs the position and evaluates performance according to district procedures, with input from school staff as appropriate.

Supervision of Others

Supervises students during assigned library activities and guides student helpers or volunteers when assigned. Has no formal employee supervision or evaluation responsibilities.

Equipment and Technology

Uses the library catalog and circulation system, barcode scanners, computers, printers, approved digital resources, district applications, book carts, and material processing supplies.

Job Outcomes

- The library operates reliably under the Principal's direction.
- Students receive helpful assistance in an orderly learning space.
- Circulation records, student accounts, and inventory remain accurate.
- Materials and purchases support student interests and classroom needs.
- Displays and library activities encourage reading and resource use.
- The Principal receives timely updates on library needs and concerns.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.