Custer School District
JOB DESCRIPTION

TITLE: **Library Paraprofessional**

QUALIFICATIONS: Two years college, Associates Degree, or Passing Paraprofessional Exam.

REPORTS TO: District Library/Media Specialist and Building Principals

JOB GOAL: Provides assistance necessary to maximize utilization of the district's libraries.

PERFORMANCE RESPONSIBILITIES:

- Assists the district librarian in providing instruction and supervision in the library.
  - Provides book/reading/story exposure to students through regular library use.
  - Assists in providing one-on-one or small group instruction, as directed by the librarian.
  - Supports student use of reference resources in the library; assists students and staff in locating library resources.
  - Monitors student use of the library and its resources.
- Catalogs, processes, and prepares materials for circulation. Repairs materials as needed.
- Assists in book selection and evaluation of donations to maintain a relevant collection.
- Performs all aspects of circulation, including the shelving of returned materials.
- Coordinates interlibrary loans as needed for staff and students.
- Implements district policies regarding overdue/lost books.
- Maintains the library in a neat and orderly manner.
- Uses positive interpersonal skills when working with students, parents, and district staff.
- Supports the librarian in the performance of routine tasks such as: printing/copying, creating book displays and bulletin boards, developing and implementing library programs, maintaining a clean and organized library and storage area, etc.
- Informs the district librarian of any special needs/projects/problems of individuals or groups of students or staff.
- Supports the teachers by promoting a love of reading and by providing materials and lessons to support and enrich the curriculum.
- Schedules, as appropriate, classes in the library or library resource instruction in the classroom.
- Supports the operation of the school building by supervising other classes as requested, assisting in the office when needed, or providing recess/other duties when requested.
- Takes attendance and supervises dual-credit students in the library, as requested (HS only)
- Intervenes with students, at the direction of a teacher or the principal, in a crisis or emergency.
- Participates in staff development activities, as requested.
- Performs other duties as assigned by the librarian or building principal.

TERM OF EMPLOYMENT: As per the CIA Negotiated Agreement.

EVALUATION: Performance of this job will be evaluated by the District Librarian in conjunction with Building Principals.

JOB QUALIFICATIONS:

- Minimum of a high school diploma, with 2 years of college (or equivalent work experience) preferred.
- Knowledge of modern library functions.
- Ability to learn new technology skills, such as library software and state databases.
- Ability to speak and write clearly, and to listen effectively.
- Ability to read with comprehension, and to read selections aloud in an engaging manner.
- Ability to successfully follow both oral and written directions.
- Ability to perform basic arithmetic operations and handle money.
- Ability to work effectively with a variety of people.
- Ability to work independently, and with a commitment to task.
- Ability to maintain timelines and complete work on schedule.
- Has some experience working with children of relevant ages.

OTHER FACTORS:

- **Equipment Required to be Used**
  - Computer skills (PC, Internet, Email) essential.
  - Copiers/printers/scanners, laminators, and interactive whiteboards
  - Large format printer (High School only)
- Physical Demands
  - Digital dexterity and strength sufficient to cut paper with scissors, and to handle and lift various small objects.
  - Hand and arm strength sufficient to write on paper and / or the board, and to operate various pieces of office equipment.
  - Visual acuity sufficient to work at computer screen and in a classroom environment.
  - Auditory discrimination sufficient to communicate at typical distances with students and staff.
  - Lower body strength sufficient to kneel, stand, and walk throughout the workday.
  - Upper body strength sufficient to lift 25-50 pounds, and carry it more than 50 feet (occasionally more demanding).
  - Ability to bend, kneel, or stretch to reach low and high shelves.
- **Environmental Demands**
  - Limited exposure to weather extremes
  - Occasional exposure to loud noises
  - Occasional exposure to non-toxic fumes associated with glue, paints, or other office procedures**.**