

## Library Para Educator

### Purpose Statement

The job of Library Para Educator is done for the purpose/s of performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, documenting losses and monitoring procedures; assisting the library media specialist in implementing age appropriate programs for students utilizing library resources; gathering and distributing items in support of classroom instruction; and assisting students in the proper use of the library resources including computers.

### Essential Functions

- Assists teachers, students, and supervisors (e.g. computer searches, computer applications, displaying newspaper and periodicals, laminating, etc.) for the purpose of identifying and locating resource materials for use in classroom and/or class assignments.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of quality library materials.
- Maintains materials inventory (e.g. library books, periodicals, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of ensuring availability of materials as required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media production equipment and systems (e.g. program channel, video tape, edit media, duplicate media, etc.) for the purpose of providing media production services and ensuring availability of working equipment.
- Performs circulation activities and organization of materials (e.g. open and close circulation area, sends materials to other schools ,place holds or requests on materials, checking/out materials, shelves books and/or materials, equipment, etc.) for the purpose of ensuring availability of equipment and materials.
- Prepares computerized and written materials (e.g. collection statistics, scheduling reports/requests, renewal information, memos, letters, newsletters, overdue lists, intra-district lending, fines, costs, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares media equipment for the purpose of ensuring availability of functioning equipment for assemblies, in-services, classrooms, and meetings.
- Prepares items (e.g. bulletin boards, display cabinets, etc.) for the purpose of stimulating student reading in conjunction with current events and units being taught.
- Processes notices of missing, damaged, or overdue books, media, and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Receives new materials from Library Technical Services and assigns shelf location for the purpose of providing students and staff with required materials.

- Responds to inquiries of students, staff, administrators, and parents (e.g. availability of books, finding appropriate reference documents, status of overdue, etc.) for the purpose of providing information and/or direction as required.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; audio visual equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology, and procedures; age appropriate literature; computer and internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

#### **Required Testing**

None Specified

#### **Continuing Educ. / Training**

None Specified

#### **Certificates and Licenses**

None Specified

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

**FLSA Status**

**Approval Date**

**Salary Grade**

