BRAZOSPORT ISD JOB DESCRIPTION

Campus

Job Title: Early Literacy Paraprofessional

Reports to: Principal/Library Media Specialist

Dept./School: Assigned Campus

Employment Type: Nonexempt

Pay Grade: Clerical/Paraprofessional 1

Days: 177 or 183 Depending on Assignment

Primary Purpose:
Support early literacy development and assist with library operations. Perform routine clerical and classroom duties under direct supervision.

Qualifications:
- High school diploma or GED

Special Knowledge/Skills:
- Proficient keyboarding and file maintenance skills
- Ability to file books following district cataloging system
- Effective communication and interpersonal skills
- Ability to work well with students

Experience:
- One year experience working with children
- One year clerical experience

General Employee Requirements:
- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Help to support the media specialist to meet district literacy goals.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans.
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:
It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:
Students/Parents: *FFH (EXHIBIT)*
District Contact for Title IX
District Contact for Americans with Disabilities Act (ADA) & Section 504
Employment/Employees/Public*: DIA (EXHIBIT)*
District Contact for Title IX, Americans with Disabilities Act (ADA) / Section 504.
Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

Job Specific Requirements:

Major Responsibilities and Duties:

Early Literacy Support

- Collaborate with the Librarian Media Specialist and teachers to deliver literacy instruction and interventions to students.
- Assist in implementing reading programs and activities designed to enhance pre-k through third grade students' reading skills.
- Provide small group sessions in the library focused on phonics, vocabulary and reading comprehension.
- Participate in assessing pre-k through third grade students' reading progress.

Library Program Support

- Support the Librarian in organizing and maintaining the library collection, including shelving and cataloging books.
- Ready materials for classroom or reserve collection use as requested by teachers.
- Prepare library media center displays and assist the Library Media Specialist in preparing instructional materials.

Accounting and Inventory

- Accurately, operate the library media center automated circulation system.
- Collect and maintain records of student fines and prepare parent notification as needed.
- Receive materials, and equipment and reconcile with packing slips and invoices.
- Process materials and equipment with appropriate barcodes, labels, and protection materials.
- Repair books, magazines, materials, and equipment or process for repair at outside facilities.
- Perform routine maintenance on equipment.
- Assist in the annual inventory and weeding of library media center materials.

Clerical Support

- Maintain physical and computerized files dealing with library media center operations.
- Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer, as requested by Library Media Specialist.
- Assist Library Media Specialist in keeping administrative records and preparing required reports.

Student Management

- Assist Library Media Specialist and teachers to maintain student behavior and maintain an orderly atmosphere.
- Perform assigned monitoring duties as needed.

Other

- Supervise library media center operation in absence of the Library Media Specialist.
- Assist with the supervision of parent volunteers and student aides.
- Other duties as needed by campus Library Media Specialist.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment
- **Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping
- **Motion:** Moderate walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds)
- **Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Revision Date: 2/27/24