

Renton School District Job Description

Library Paraeducator

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: Building Administrator

Bargaining Unit: Renton Education Support Professionals (RESP)

FLSA Status: Hourly, Non-exempt

Level: RESP 1

Revised Date: 3/10/22

Primary Purpose

The primary purpose of this position is to provide support to a library program. The incumbent of this position checks library materials in and out, sorts and shelves books and other library materials including student technology, helps staff and students locate desired materials, enters data about library patrons and library materials into a database system, repairs books, processes books for disposal, assists in monitoring students in the library, and prepares exhibits and bulletin boards.

Minimum Qualifications

1. High school diploma or equivalent
2. Meet the Washington State Minimum Employment requirements by showing evidence of one of the following:
 - a. Associate degree
 - b. At least 72 quarter or 48 semester credits of 100 level courses or higher
 - c. Pass the ETS Para-Pro Assessment with a score of 461 or higher
3. Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
4. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

Requirements within 60 days of Employment

1. Online workplace training

Additional Requirements

1. Complete Washington State mandated paraeducator training by timelines established by the State.

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Establish and maintain effective working relationships with colleagues, students, parents and community members.
2. Maintain communication with teachers, supervisors, staff or others as appropriate.
3. Assist with library clerical duties, including assisting with library book circulation and overdue notices.

4. Assist in managing the library database under the direction of the librarian, which may include maintaining student patron records, removing materials from the database, and assisting with yearly inventory.
5. Assist in managing the library collection, including repairing damaged books, processing new books, sorting and shelving materials, and ensuring proper order of collection.
6. May assist in organizing parent involvement activities, including: planning, publicity, facilitation, record keeping, communications and recruiting parents.
7. Manage student behavior on the playground, in the lunchroom, in the gymnasium, to and from classes, In School Suspension, and in the locker room. May accompany students throughout the school premises.
8. Act as crossing guard and/or bus loader.
9. May provide clerical assistance in the school office.
10. Maintain regular attendance.
11. Establish and maintain effective working relationships with colleagues, students, parents and community members.
12. Comply with all Board policies, rules, procedures and collective bargaining agreements.
13. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management
3. Demonstrated knowledge of general clerical skills and use of appropriate technology and software.
4. Demonstrated ability to show flexibility and good judgment
5. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
6. Demonstrated ability to successfully implement educational programs and manage student behavior with direction from the teacher
7. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively and collegially with staff, community and students.
8. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the students.
9. Demonstrated ability to lift up to 50 pounds.
10. Demonstrated ability to carry up to 30 pounds occasionally and up to 10 pounds regularly.

Working Conditions

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching and/or crawling; and significant fine motor dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under a generally hazard free environment and job activities may vary.