

TAYLOR SCHOOL DISTRICT

POSITION: Holland Elementary Library Paraprofessional

WORK YEAR: School Year - 10 Months (Plus One Week Before and One Week After)

WORK DAY/WEEK: 7 hours per day, Monday through Friday
8:15 AM – 3:15 PM

QUALIFICATIONS:

Employee hired after January 8, 2002 must have met the NCLB Requirements listed below prior to employment with the District. Employees hired before January 8, 2002 must meet the NCLB Requirements listed below by January 8, 2006 to maintain employment with the district.

NCLB Requirements-Paraprofessionals must:

- Possess a high school diploma or GED; and
- Completed two years of study at an institution of higher education; or
- Obtained an Associate's (or higher) Degree; or
- Meet rigorous standards of quality and be able to demonstrate through a formal State or Local academic assessment, knowledge of, and the ability to assist in instructing reading, writing, and mathematics

Note: The academic assessment described above would be fulfilled by taking the currently approved test (Basic Skills Test of the Michigan Test for Teacher Certification) or the proposed Paraprofessional EST Assessment Test developed by the Michigan Department of Education.

PRIMARY FUNCTION:

To provide media services for students, teaching staff, and building-level administration in a helpful, positive, congenial, and flexible manner. **When the library paraprofessional is meeting with an elementary class, the classroom teacher must stay in the room.**

DUTIES AND RESPONSIBILITIES:

1. Coordinate the duties involved in the daily operations of the school library media center.
2. Establish circulation and storage procedures in all library media hardware and software.
3. Help students and staff with the online catalog system and use of appropriate equipment.
4. Use computers and other technology for circulation, inventory, data processing and information retrieval.
5. Prepare reports, bibliographies, lists and indexes.
6. Participate in, and support training of in-service activities.
7. Provide students with assistance in reading selection and guidance.
8. Implement office/school procedures.
9. Maintain a clean, orderly, and attractive library media center environment.
10. Demonstrate a positive attitude for public relations by supporting established programs.
11. Participate in work-related associations and/or activities.
12. Perform all library clerical duties assigned.
13. Perform other media related duties as assigned.

BASE RATE OF PAY:

Per 26M TSSSA Contract (July 1, 2024-June 30, 2027) \$15.97/hour (Benefit Package & Holidays)

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED.

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://www.taylorschools.net/careers>

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