

Job Title: Para Educator A, Library: Secondary
Classification: Educational Support
Reports To: Building or Department Administrator

General Description: Under the direction of the Building Administrator, is responsible for applying technical skills supporting the secondary educational process. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Performs various library duties, including but not limited to, processing book and periodical orders, managing and repairing damaged materials and assigning fines.
2. Accesses and processes new library materials and catalog look up using the automated library system. Creates and adds to resource lists.
3. Ensures accurate and neat shelving and filing of books and materials.
4. Oversees the computer-generated daily circulation check out and check in of library materials.
5. Coordinates with InTouch account system.
6. Processes and organizes surplus materials including textbooks, library books and equipment.
7. Senior check out, coordinating with bookkeeper.
8. Assists students and staff in the use of the library, including the location of materials, the use of computer programs and equipment, email, and on-line research.
9. Provides supervision to students accessing resources and utilizing the facility.
10. Provides support to students in areas of Skyward student access, password updates and Bring Your Own Device (BYOD) access.
11. Creates displays for the purpose of encouraging a love of books and reading.
12. Under the direction of the librarian, assists with the management of student internet access.
13. Prints and circulates overdue and fine notices.
14. Conducts inventory, including the generation of reports to reconcile year-end inventory.
15. Trains, monitors and evaluates student assistants.
16. Participates in new learning as determined by the district/building.
17. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Minimally, must meet Every Student Succeeds Act (ESSA) standards of:
 - a. AA Degree or higher, or
 - b. 72 quarter hours or 48 college semester credits of 100 or higher, or
 - c. Pass the Para-Pro Assessment via Educational Testing Services (ETS).

3. Must meet the Fundamental Course of Study (FCS) requirements, provided at time of hire.
4. Blood Borne Pathogen Training, provided at time of hire.

Knowledge, Skills, and Abilities:

1. Knowledge to assist students with the use of computers and internet search engines.
2. Knowledge of an integrated/automated library system.
3. Knowledge of library equipment, digital cameras and recorders.
4. Knowledge of major authors, genres and books in the field of literature, including inventory related to curriculum needs.
5. Knowledge of research methods and materials.
6. Knowledge and application of safety procedures related to performance responsibilities.
7. Skills in library organization and procedures.
8. Skills in troubleshooting computer problems.
9. Skills in organization, time management, flexibility and multitasking.
10. Skills in written and verbal communication.
11. Ability to interact positively and confidentially with students, fellow workers and the general public in a manner that demonstrates genuine caring and respect.
12. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
13. Ability to take direction in a professional manner and follow through.
14. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
15. Ability to maintain good working relations with co-workers, staff, students and community members.
16. Ability to follow SSD policies, procedures and protocols.
17. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
18. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.