

High School Media Paraeducator

Reports To: House Principle

Location: Trumbull High School

Work Year: School Year Position

Position Summary

The Trumbull High School Media Paraeducator assists the Library Media Specialist in maintaining an organized, welcoming, and student-centered library media center. This position supports daily library operations, circulation services, student supervision, and access to library resources while fostering a productive learning environment for students and staff.

Essential Duties and Responsibilities

- Assist with the daily operation of the library media center, including circulation of materials, check-in/check-out procedures, and patron assistance.
- Maintain a welcoming, organized, and productive library environment and enforce library expectations and procedures in a positive and respectful manner.
- Shelf, organize, and inventory library materials using the Dewey Decimal Classification System.
- Assist students and staff in locating books, materials, and digital resources.
- Support students with basic technology needs and provide assistance with library computers, printers, and other equipment.
- Process overdue notices, lost materials, and fines/fees, communicating professionally and sensitively with students, parents, and staff.
- Maintain the appearance and organization of library spaces, including moving furniture, rearranging materials, and lifting and transporting books and supplies.
- Collaborate with the Library Media Specialist and school staff to support student learning and literacy initiatives.
- Performs other duties as requested by the building principal, Library Media Specialist, or administration.

Required Qualifications

- Experience working with high school students in an educational or library setting.
- Ability to maintain a welcoming yet productive and focused library environment.
- Strong communication and interpersonal skills.
- Proficiency with Microsoft Office Suite and Google Workspace, along with basic technology troubleshooting.
- Ability to work in a fast-paced school environment.
- Demonstrated organizational skills and ability to multitask effectively.
- Ability to help students and staff navigate the library catalog and online research databases.
- Sixty credits of post-secondary work or successful completion of the Para Pro exam.

Preferred Qualifications

- Bachelor's degree.
- Experience with the Destiny Library Management System or another integrated library system (ILS).
- Knowledge of young adult literature and current reading trends to provide reader advisory services.

Physical Requirements

- Regular standing, walking, bending, reaching, and lifting.
- Ability to move and lift boxes of books and library materials weighing up to 30 pounds.
- Ability to perform repetitive tasks associated with shelving and organizing materials.