JOB DESCRIPTION

PARAEDUCATOR
LITERACY & LIBRARIES

JOB DESCRIPTION CREATION / REVISION DATE: 11/3/17

POSITION TITLE: ParaEducator – Library Secondary

DEPARTMENT: Literacy & Libraries

REPORTS TO: Building Principal and ELA Division Chair

SUPERVISES: Students

POSITION GOAL(S):
Fosters a functional and well-organized library/learning commons, in compliance with school and district procedures and policies. Supervises and assists students and staff utilizing library resources. Maintains confidentiality of student information in the school and the community. Provides a positive and nurturing school learning environment that enables students and staff the benefit of multiple resources, materials, and equipment.

JOB DUTIES / ACCOUNTABILITIES:

1. Contributes to the research and acquisition of library materials (print, equipment, and supplies) that support curriculum, including coordination, selection and purchase.
2. Processes new materials as needed for ease of accessibility and circulation, including labeling, stamping, book covers, etc.
3. Assists in the preservation and restoration of library resources. Shelves, repairs and removes worn and unusable materials as determined by supervisor.
4. Circulates materials to students and staff, using district supported Library Information System.
5. Organizes records, collects and compiles data to create meaningful reports as needed or assigned, to guide future decision making.
6. Provides non-instructional assistance to patrons with scheduled library activities.
7. Collaborates with building staff, using effective written and verbal communication skills.
8. Attend staff meetings and staff development activities as assigned.
9. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Knowledge of all available library resources to maximize the use of the library.
2. Excellent organizational skills.
3. Working knowledge of district computer systems (preferred).
EDUCATION:
1. Para Educator, Substitute, Professional Educator or Provisional Educator License required.
2. Minimum education requirement for a Para Educator License is completion of at least 60 semester hours of college course work or a passing score on the ETS Para Pro exam or two specific Work Keys exams.
3. Bilingual (Spanish/English written/verbal) preferred.

PHYSICAL DEMANDS:
1. Ability to assist in the lifting of materials up to 50 pounds with proper technique.

TERMS OF EMPLOYMENT:
Hourly position as per DUEA contract.

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ________________________________ Date: _____________