JOB DESCRIPTION
PARAEDUCATOR
LITERACY & LIBRARIES

JOB DESCRIPTION CREATION / REVISION DATE: 04/25/2019

POSITION TITLE: ParaEducator – Library / Media Center – Elementary (preschool – 6)

DEPARTMENT: Literacy & Libraries

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL(S):
To provide a well organized, functioning library/resource center environment in which students and staff may take full advantage of materials and equipment available. Maintain confidentiality of student information in the school and in the community.

JOB DUTIES / ACCOUNTABILITIES:
1. Work with teachers and students to develop knowledge needed to use library materials.
2. Assist teacher with special library activities that support classroom instruction.
3. Obtain library materials such as print, library equipment, and supplies to support curriculum.
4. Design a purchase plan to fit within the budget allotted each year by the district, building principal, and /or parent group.
5. Process materials as needed for circulation.
6. Catalog new materials, update and correct existing records, create “Marc” records and bib records, and attach barcodes.
7. Complete a yearly inventory of all library materials, generate inventory reports, and resolve discrepancies.
8. Maintain a positive learning environment in the library/media center.
9. Uphold library and school procedures/policies.
10. Maintain library materials in a neat and orderly state; including shelving, mending materials and removing outdated, worn and unusable materials from circulation as needed.
11. Serve as a library committee member, if one exists in the building.
12. Attend building staffing meetings.
13. Attend staff development opportunities including monthly meetings and workshops as assigned.
14. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Effective communication skills.
2. Experience working with students in an educational setting preferred.
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**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.

**PHYSICAL DEMANDS:**
1. Excellent physical agility and quick response time.
2. Ability to lift up to 50 lbs. with proper technique.
3. Ability to use hand held scanners.
4. Ability to use keyboard.

**TERMS OF EMPLOYMENT:**
Employment is determined by the Board of Education, as is salary and work year. May require traveling to multiple sites. Apply to preschool only.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of DUEA employees.

Employee Signature: ________________________________    Date: _____________

Supervisor Signature: ________________________________    Date: _____________