



**Job Description**

**Position Title:** Book Warehouse Paraprofessional

**Location:** Book Warehouse

**Department:** Curriculum & Instruction

**Reports To:** Director of Curriculum & Instruction

**Term:** Temporary summer position from May 2025-August 2025

**Schedule:** Approx. 30 hours/week – Mon-Thurs during hours of operation.

See Summary for more information.

**Salary:** \$15.70/hr.

**Date of last review:** February 2025

**SUMMARY:** The Book Warehouse Paraprofessional assists with the organization and distribution of curriculum materials throughout the West Fargo Public Schools District.

*Position offers flexible scheduling! Will work with the Book Warehouse team to determine specific summer schedule.*

**To Apply:** Please complete the application and include three references.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

*Collaboration:*

- Distributes items in correct packaging for intraschool delivery using appropriate labels.
- Develops positive, effective working relationships with learners and staff.

*Communication:*

- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

*Compassion:*

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

*Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

*Critical Thinking:*

- Maintains efficient shelving to allow spot check inventory and grab-and-go ease.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

*Reflection:*

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

*Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

*Responsibility:*

- Works independently and copes with continual interruptions and shifting job duties.
- Ensures the warehouse remains clean by keeping items boxed and free of dust, aisles clear, desk and records organized, and floors swept.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

***EDUCATION AND/OR EXPERIENCE:***

- High School Diploma or General Education Degree (GED).

***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

***SUPERVISORY RESPONSIBILITIES:***

- None.