Library Media Assistant Paraprofessional

Williston School District #7

Job Title: Library Media Assistant Paraprofessional
FLSA:
Reports to: Building Principal, School Library Media Specialist, and Library Media Coordinator

Job Summary:
Library Media Assistants are an integral part of the WBSD#7 libraries. Without an LMA, the Library Media Specialists cannot achieve their own professional goals. The library assistant should be present for all library classes where students are checking out materials as this frees the library media specialist to work with students in appropriate material selection.

Essential Duties and Responsibilities:

- Help to carry out LMS library space/environment vision.
- Responsible for sorting and shelving books according to their categorization.
- Attend to any disruptions or disturbances in the library, requiring confidence and excellent communicative skill.
- Implement makerspace/STEM activities in coordination with LMS.
- Ensure equitable access to both physical and digital resources.
- Promote flexible access to the library's resources and program during the school day.
- Instruct students and staff in effective use of the media center and equipment
- Implement library lessons prepared by LMS as needed.
- Although the LMS is creating library lessons, there may be times when the LMA needs to take over instruction to free the LMS for flexible classroom time.
- Locate and recommend quality content.
- In collaboration with the LMS, maintain frequent and timely communication with stakeholders and promote library programs/events through an effective school library media program presence.
- Formats can be online, in-print, or other such as presentations. E-mail, school/ district newsletters, reports and articles, and approved social media are other examples.
- Maintain records of books taken out and books brought back.
- Cataloging new arrivals.
- Troubleshooting technology issues in collaboration with LMS.
- Repair damaged books.
- Inspect the condition of books before and after check-out to ascertain any damage
- Manage inquiries via email or telephone.
- Assist with library events.
- In collaboration with LMS, manage the payment of fines.

- In collaboration with LMS, actively promote reading through activities including book clubs, author visits, reading programs, reading initiatives, displays, and other special events.
- Support and promote access to information for all students.
- Understand the needs of and enjoy working with diverse students.
- Help LMS to achieve annual and long-term measurable goals for the school library media program.
- Participate in all mandatory library training and training appropriate to the position as required by the district.
- Because some teaching and supervision of classes may fall on the Library Media Assistant, they are asked to participate in different professional development duties than a traditional school paraprofessional
- Other duties as assigned.

Supervisory Responsibilities:

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS:
Some experience in a customer service role. Some experience with education and/or library work. Basic computer literacy. Outstanding organizational skills. Excellent written and verbal communication.

TECHNOLOGY SKILLS:
Computer/Technology fluency o MS Office and Google Suite knowledge a plus

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:
High School Diploma or GED equivalent. Must obtain Title I Paraprofessional Certificate through ND DPI within 1 calendar year of hire date.

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit, use hands, read, see and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

TERMS OF EMPLOYMENT:
190-day calendar

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Employee Printed Name

_____ _____

Employee Signature **Date**