

Cochrane-Fountain City School District – Job Description

Title: Paraprofessional – Library Media

Summary

Under the direction of a certified staff member, the Paraprofessional – Library Media provide support to the instructional program, with specific responsibilities for maintaining the library and media collections; identifying age appropriate resources for students and teachers utilizing library and media resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Assist students and staff

- Guide lessons aligned to state and local standards that reinforce or enrich learning of materials or skills already introduced by the teacher.
- Assist in identifying resource materials for use in classroom and/or class assignments.
- Assist students in identifying and choosing high interest, appropriate reading level materials and/or requested content

Circulating Materials

- Collect and circulate books, periodicals, and media.
- Assure an orderly and organized flow of materials by utilizing the computerized library circulation system to manage patron accounts, overdue and lost items.
- Maintain circulation and distribution records.
- Operate, update, maintain, and troubleshoot circulation/catalog system.
- Prepare/process orders for print and non-print materials.
- Maintain an adequate reserve materials system
- Accurately report lost/stolen materials.

Maintain Collection

- Receive and process books, periodicals, instructional materials, and media.
- Input data and generate reports from circulation/catalog system.
- Assist with the maintenance of shelves and periodical storage.
- Make suggestions and assist in the preparation of requisitions and orders for materials and supplies.
- Repair and mend damaged materials

Maintain learning environment

- Support and reinforce positive student behavior, as necessary
- Communicate rules, privileges, and consequences, to all students
- Perform minor housekeeping functions to maintain an orderly environment
- Prepare displays

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.

- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- High School Diploma or GED
- Demonstrates interpersonal skills needed to relate positively to children and adults
- Technology skills needed to effectively perform job
- Organized and detailed orientated

Preferred

- Previous experience in a library or library related environment
- Previous experience working with children in a learning environment
- Demonstrates understanding of the purpose of a library media center
- Exhibits the potential to learn quickly and follow established procedures.

Terms of Employment

Employment is full time or part time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal or Assistant Principal

Adopted by the Cochrane-Fountain City School Board: 2/17/2021