

Meeker School District Re-1

Job Description

Title: Library/Media Paraprofessional
Department(s): Library/Media
Reports to: Building Principals
Work Year: Number of Student Days Assigned +
80 hrs summer work



Job Summary:

Under the supervision of the Building Principals the Library/Media Paraprofessional will provide roles of information specialist, instructional partner, and program administrator in supporting the instructional programs. This position will establish and maintain learning resources to support and enrich classroom instruction for students and teachers.

Summary of essential job function:

1. Provide support and knowledge that inspires and encourages the professional growth of teachers and enhancement of student learning.
2. Participate in the development and enhancement of a school-wide culture that promotes professional growth and student learning.
3. Manages collections, monitor needs resources and approves recommended purchases for the collection and develops a long-range plan for the district library media programs which may also include providing access to adapted resources for diverse learners.
4. Plan learning, including selection of content materials, instructional strategies, and assessments appropriate for all learners and aligned with District outcomes and State and National Standards.
5. Collaborate with teachers to enhance instruction through a range of informational resources in all formats (print and non-print).
6. In coordination with district administration, plan, arrange, administer, operate and supervise the district media center for efficient operation.
7. Work as a liaison with other community state and national library organizations to represent MSD.
8. Assist with the creating and maintaining a budget in alignment with the needs of each building library and classroom.
9. Processes all purchase orders and maintains all building library budgets.
10. Ensure the accuracy, confidentiality and security of library media patrons.
11. Establish and demonstrate positive human relations with students, parents, other staff member and the community.
12. Assists students, staff and patrons in the use of the library facilities to include locating books, periodicals and special articles, using index and catalog guides.

13. Maintains catalog records and prepares reports.
14. Processes, marks, changes and discharges books, periodicals, pamphlets, documents and other library materials.
15. Establish and maintain an overdue listing program and enforce collection rules.
16. Supervises student aides on work study.
17. Performs related work as required.

Qualifications and Experience:

- High School diploma; Associates Degree preferred
- Two years' experience in clerical duties or as library clerk.
- Knowledge of office or library procedures and practices.
- Ability to establish and maintain cooperative relationships with student, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must have the ability to lift 40 lbs and carry 20 lbs. May be required to stand and circulate for extended periods of time.

Work Environment:

- The noise level in the work environment can be loud and distracting at times.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.