

JOB TITLE: ***PARAPROFESSIONAL LIBRARY/MEDIA CLERK***

DESCRIPTION OF BASIC RESPONSIBILITIES:

To perform a variety of duties involving circulation, reference, and record keeping activities within a school library/computer facility and act as primary resource regarding available materials. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. In an assigned school library/computer center, perform circulation functions, check library books, materials, and equipment in and out, inspect incoming materials for damage, and mending, and provide notification and follow up on overdue books and materials.
2. Schedule library/computer sessions for classes, provide instruction in basic library/computer skills, read stories, show films, and make other presentations as assigned.
3. Maintain library/computer center in neat and orderly condition.
4. Maintain records and prepare reports regarding circulation, lost materials, media equipment, and volunteer hours.
5. Supervise students using the library/computer center, maintaining discipline as necessary.
6. Facilitate library/computer use, provide information regarding library/media materials available, reference materials, and library/computer procedures, and assist students and staff in material searches, book selections, reading lists, and new publications.
7. Order audio-visual equipment from District for teachers, as requested.
8. Perform inventory of library/computer/media collection, check books and copy numbers with shelf list, pull lost/book shelf list cards, and recommend withdrawals/additions to collection.
9. Promote reading and library/computer use through displays, bulletin boards, and special encouragement activities such as reading contests.
10. May catalog books and other appropriate materials.
11. Mend and recover books and magazines.
12. Contact, schedule, train, and direct volunteer assistants in proper library/computer procedures, methods, and techniques.
13. Type a variety of materials such as catalog, reserve, pocket, and shelf cards, memos, letters, reports, and correspondence.

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14. File catalog cards and shelf list cards.
15. Operate a variety of office machines including typewriter, calculator, laminating machine, copier, and computer.
16. Order and process books, materials, and supplies and type purchase orders for submittal to Principal.
17. Receive book and material shipments, check/verify against purchase orders, and submit verification to Principal.
18. Copy audio-visual materials from records to tape and edit and tape videos as assigned.
19. Collect payments for lost/damaged books and materials and maintain accurate records for submittal to Principal.
20. Attend meetings and workshops related to school library/computer operations, procedures, and materials as assigned.
21. Perform other duties similar to the above in scope and function as required and assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- terminology, purpose, operations, and practices of a school library;
- cataloging procedures and methods;
- proper English grammar, usage, vocabulary, and spelling;
- developmental levels (academic/reading) of school-age children and age appropriate media materials;
- basic computer operations in a library/computer lab setting.

Ability to:

- learn proper library/computer circulation, reference, and retrieval methods and techniques;
- communicate effectively in both oral and written forms;
- perform specialized library/computer work with speed and accuracy;
- use standard office and library/computer/media equipment;
- type accurately at a rate required for successful job performance;
- train, direct, and monitor volunteers;
- perform minor repair work on library books and magazines;
- perform mathematical calculations;
- establish and maintain records and filing systems;

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- prepare routine reports and correspondence;
- establish and maintain effective work relationships with those contacted in the performance of required duties;
- maintain positive relationships with staff, students, and community.

EXPERIENCE:

Experience working in a public or school library/computer center with modern technological equipment and resource materials is preferred, but not required.

EDUCATION:

- High school diploma or equivalent.
 - Complete two years of study (48 semester units) at an institution of higher education; or
 - Obtain an associate's (or higher) degree from an institution of higher education; or
 - Pass a District-selected assessment demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.

MEDICAL CATEGORY II

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.