

**Elementary Library Media Center Para-Professional**  
Marshall Public School District Job Description

**Position Title:** Library Media Center Para-Professional

**Department:** Elementary Media Services

**Reports To:** Elementary Library Media Specialist

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**Summary:** Will work under the direction of a certified library media specialist, paraprofessional responsibilities may include but are not limited to:

**Essential Duties and Responsibilities:** *Other may be assigned.*

- Circulates all materials and prepares overdue notices.
- Cleans and repairs materials as needed.
- Shelves materials and reads shelves to keep in Dewey Order. This requires a working knowledge of the Dewey Decimal System
- Processes new materials to be added to collection (does not include cataloging).
- Helps maintain library environment (straightening up, dusting, creates bulletin boards, etc.)
- Knowledge of keyboarding and basic computer skills such as Microsoft Word, Power Point, and Inspiration.
- Assists staff and students with general reference questions, including assisting with Internet and other educational technology issues.
- Assists staff and students with computer troubleshooting when appropriate
- Follows district and Library Media Center policies and guidelines.
- Assists librarian in general maintenance of library collection and services as requested:
  - Laminates
  - Files purchasing catalogs in alphabetical order.
  - Helps repair books.
  - Archives periodicals and newspapers.
  - Develops bibliographies when needed via automation system.
  - Answers telephone and relay messages to appropriate person.
  - Expedites materials for the classroom per teacher request.
- Assists with yearly inventory. • Is familiar and follows all policies that pertain to the ethical use of information in the Library Media Center, including but not limited to, copyright and confidentiality of patron records.
- Works Fall and Spring book fairs during conference times. • Attends library in-service or workshops which enhance LMC skills.

**Supervisory Responsibilities:** NONE

**Education and/or Experience:** High school diploma or GED minimum. 60 college hours are required.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of support Services Personnel.

**Terms of Employment:** Nine+ month employee. Salary will be established by the Board of Education.