

Job Title:	Instructional Paraprofessional Library	Reports to:	Principal
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Assists in strengthening learning experiences for students in assigned areas of study, under the supervision of a certified teacher, administrator and other team member; perform a variety of clerical, supportive and student supervisory tasks.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Organize the library, schedule for classes and orientation requested by teachers.
- Read and become familiar with library materials to assist students and teachers to find information.
- Work with teachers to support activities and respond to student and teacher interests.
- Order catalogs and other materials as requested to keep career and library collection current and to respond to teacher and student requests.
- Process new books, media, periodicals and A-V equipment
- Checkout, and processing of overdue, lost or damaged books.
- Generate overdue and other computerized reports, shelf returned books.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work and communicate effectively with students and adults
- Ability to motivate students to explore career and other library research information.
- Demonstrated ability to use library and career materials and computers
- Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 25 lbs

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- One of the following: Hold an associate’s degree or higher, completed two years of study (equaling 60 or more credit hours) at an accredited institution of higher education (100 level coursework and above), or obtained a passing score on an ADE-approved assessment (ParaPro, ACT Workkeys, or Master Teacher’s Para Educator Learning Network).
- High School diploma or GED required

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.