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Title: Library Paraprofessional
Pay Grade: As Per the Classified Scale
Supervisor: Media Specialist and/or Building Administrator

Job Summary:

To provide support services inherent to the effective operation of the school media center under the direction of the Building Administrator.

Essential Duties and Responsibilities:

Must report to work on site and on time.

Assisting Students and Staff

1. Conduct orientations in library procedures for student library assistants
2. Monitor student computer and library materials use on a sign-in basis
3. Assist the media specialist or teacher in teaching library science skills and promote the proper use of library resources
4. Assist students in the library or media center
5. Share books with students through oral readings, book talks, reading programs, and dramatizations to stimulate interest in reading
6. Be familiar with online resources such as websites, search engines, and databases to assist students with information retrieval
7. Assist students in locating reference materials
8. Assist students in making proper use of media center equipment and materials
9. Promote and facilitate reading programs
10. Read to small groups of students and listen to individual students read
11. As requested by teachers, select and pull items for thematic units
12. Help create and distribute a library class schedule for the school instructional year

Media Center Materials and Operations

1. Process new books, magazines, and other media materials including making labels as needed using Dewey Decimal Classification System
2. Make labels as needed using Dewey Decimal Classification System
3. Shelve and maintain books, audio-visual equipment, and other library resources appropriately
4. Mend and repair books and other library materials
5. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books
6. Conduct a yearly inventory of books and equipment
7. Assist the building administrator in providing students with a large and varied selection of high-quality age-appropriate books as described by the “Improving Access to Books and Other Reading Materials” section of the *Idaho Comprehensive Literacy Plan: Birth – 12th Grade* when practical.
8. Troubleshoot computer and technology problems on library computers

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9. Display and file periodical literature
10. Check books in and out
11. Handle overdue library loans
12. Maintain bookkeeping functions regarding overdue books, fines, and notices of fines
13. Operate equipment such as computers, copiers, the intercom system, calculators, laminators, the telephone system, scanners, and digital cameras
14. Create a positive atmosphere in the library that encourages student and staff use
15. Prepare special educational displays
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Other

1. Handle library mail and type correspondence and reports
2. Operate equipment, such as computers, copiers, the intercom system, calculators, the laminator, the telephone system, scanners, and digital cameras
3. Duplicate learning materials as requested
4. Attend faculty meetings as required
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

Qualifications:

1. High School Diploma or the equivalent required. Pass the required Paraprofessional Assessment or two years of college coursework. An Associate's Degree in education or related field is preferred.
2. Previous library experience preferred
3. Ability to work with children one-on-one and small group situations
4. Excellent oral communication skills, able to read stories and keep students' attention
5. Knowledgeable about how to use a library
6. Knowledgeable with word processing, databases, spread sheets, reports, and periodical, reference, and book search programs
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated annually by the media specialist and/or the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy

Terms of Employment:

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This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____