

BELLINGHAM PUBLIC SCHOOLS

Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, HIGH SCHOOL LIBRARY MEDIA, LEVEL III

**REPORTS TO:** Building Principal, or designee

**RESPONSIBILITIES:**

1. Library

- a. Process new books; check packing slips, order forms, and purchase orders.
- b. Maintain automated circulation of library media materials and equipment.
- c. Catalog new library materials and edit bibliographic records.
- d. Perform ongoing database maintenance work (revising, replacing/enhancing or deleting holdings records).
- e. Check-out/check-in library materials to students and staff.
- f. Assist students and staff with locating and use of library materials and equipment.
- g. Prepare overdue notices and student fine lists.

Textbooks

- a. Process textbooks and manage collection; maintain schedule for circulation.
- b. Prepare overdue notices and student fine lists.

2. Computer/Media

- a. Operation of library computers, library portion of file servers and library application/resource programs.
- b. Manages library computers, printers, and system connections.
- c. Place work orders for District technicians as needed.
- d. Assist with management of student network accounts; maintain Network/Internet Agreement forms and database, and assist students with logon problems.

3. Clerical

- a. Perform clerical services and other services as required to ensure the efficient operation of the program as requested by the library media specialist.
- b. Prepare collected funds (student fines, copy machine money) for accounting.

**RESPONSIBILITIES: (Continued)**

4. Supervision/Instruction

- a. Assist students in library and computer lab.
- b. Assist in supervision of library student assistants and volunteers.
- c. Assist in the instruction of students and staff regarding the correct use of library and building computer applications/resources.
- d. Maintain library media center in absence of librarian.
- e. Demonstrated ability to work in a positive manner with students and staff.

5. Other

Perform such other tasks and assume such other responsibilities as the library media specialist, or designee, may assign.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Two (2) years of post-secondary training related to job responsibilities or equivalent work experience related to job responsibilities or combination thereof.
3. Experience working in a library/media school environment with knowledge of library processes and protocols preferred.
4. Ability to assist with instruction and supervision of students under the direction of a certificated staff member.
5. Demonstrated evidence of good habits in job attendance and punctuality.
6. Ability to type/keyboard forty (40) words per minute.
7. Ability to perform instructional clerical tasks, keep records, and prepare reports using computerized systems.
8. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
  - a. Communicate appropriately in both written and oral expression;
  - b. Work with students of varied backgrounds;
  - c. Work with students and staff in an appropriate manner;
  - d. Maintain confidentiality.
9. Physical ability to lift, move, stack, and shelve books and various forms of media equipment.
10. Has, or is willing to obtain, first aid certificate and CPR certificate.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**WORKING CONDITIONS:**

Incumbents typically experience daily:

- Standing for prolonged periods
- Frequent use of keyboard and mouse
- Lifting and/or carrying objects between 5 and 30 pounds
- Crouching, bending, or kneeling

6/15/04

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