

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, MIDDLE SCHOOL LIBRARY MEDIA (LEVEL III)

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

**RESPONSIBILITIES:**

1. Assist students individually or in small groups with research, computer-assisted instruction, book selection, check out, designated assignments, activities, and tasks as assigned.
2. Maintain automated database for the circulation of print and nonprint materials.
3. Process books, periodicals, and audiovisual materials.
4. Shelve books, read shelves, and maintain shelf list files.
5. Assist students and staff with location and use of materials and equipment.
6. Prepare bibliographies and gather materials for classroom units of instruction as directed.
7. Assist with annual inventory procedures.
8. Assist in maintaining the general orderliness of the library media center.
9. Type forms, lists, and reports as directed.
10. Assist library media specialist in maintaining files, records, and statistical data.
11. Prepare overdue notices.
12. Assist with the repair and mending of library books and materials.
13. Guide and direct student assistants and volunteers in their designated tasks.
14. Monitor appropriate student conduct standards in library media center and throughout the school.
15. Perform such other tasks and assume such other responsibilities as the supervisor may assign.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Two (2) years of post secondary education or training related to library media or equivalent work experience related to job responsibilities or a combination thereof.
3. Ability to type/keyboard forty (40) words per minute.

**QUALIFICATIONS: (Continued)**

4. Ability to keep records and prepare reports using computerized systems.
5. Ability to work with students on individualized assignments and/or computer assisted instruction.
6. Has, in the judgement of the administrator, the ability to:
  - a. Work under the direction of a certificated instructor;
  - b. Assist with the instruction of elementary students;
  - c. Keep accurate records and prepare reports as directed;
  - d. Work with students and staff in an appropriate manner; and
  - e. Maintain confidentiality.
7. Demonstrated aptitude and competence for assigned responsibilities.
8. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

10/5/94