

**ROCKFORD BOARD OF EDUCATION
JOB DESCRIPTIONS**

Job Title: Library Paraprofessional - Secondary

JOB CODE: 2450

Department: Library Media Services

Supervisor: Principal / Library Media Specialist

Date: February 9, 2011

PURPOSE OF THE POSITION:

Under the supervision of the District library media specialist, this position requires the performance of the following computer related tasks: clerical, record keeping, acquisition, inventory and assistance with computer equipment usage, operation of the automated library system and location of Internet information. Maintenance of the LMC collection (shelving and shelf reading), assistance with audio-visual equipment usage, and enhancement of the LMC display areas are major responsibilities of this position.

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

1. Equipment Operation and Assistance

- a. Operate building personal computers, copier, FAX, and AV equipment, such as smart boards, data projectors.
- b. Assist students and staff with operation of library media center computer and AV equipment.
- c. Perform maintenance of AV equipment as directed by the principal.

2. Clerical Tasks

- a. Read and respond to e-mail daily.
- b. Produce letters, requisitions, bibliographies, book orders, and labels.
- c. Organize and maintain the library media center manual and electronic records.
- d. Make and distribute copies of library media center related material.
- e. Answer phone, take messages and relay them to the library media specialist.

3. Library Media Center Services

- a. Provide circulation service to students and staff, including assistance with searching for library media center materials in the Online Public Access Catalog (OPAC).
- b. Assist students and staff in locating materials in the library media center.
- c. Assist students and staff in the use of Internet databases and resources.
- d. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives, and parameters found in the Board's strategic plan.
- e. Clean and keep shelves in order. Shelve returned library material promptly.
- f. Provide a pleasant and inviting environment with appropriate displays.

4. Budget and Inventory

- a. Maintain inventories of supplies and equipment.
- b. Under the direction of the library media specialist, coordinate staff suggestions for the purchase of material and maintain a book suggestion database.
- c. Complete an inventory and update data in the OPAC as directed by the library media specialist.

5. New Materials Acquisition and Deletions

- a. Check in periodicals and alert the library media specialist of missing issues.
- b. Check in supplies and mail, including new library media center material.
- c. Assist with processing new materials (i.e., mylar covers, spine labels, and covering paperbacks).
- d. Assist with collection weeding and prepare material for discard.

6. Circulation Duties

- a. Check library media center materials in and out electronically.
 - b. Prepare and deliver overdue notices.
 - c. Contact students' families regarding delinquent materials.
 - d. Maintain accounting of fees submitted to the school office.
7. Carries out such additional duties as required or as conditions necessitate.

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
2. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS:

- Passing the Para Pro or Work Keys test; completion of 60 college credit hours desirable.
- Computer literacy, including training in Windows software suite and/or experience using Microsoft Word in a work setting (EXCEL desirable).
- Ability to be understood and communicate with students and faculty in English.
- Willingness to assist students and faculty to locate library media center materials.
- Ability to bend down to shelve books; lift up to 50 lbs., push heavy carts, and read fine print.
- Interest in working with young adults and in young adult literature preferences.

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Approved

Date