

**DEPARTMENT: Library Media**

**JOB TITLE: Library Media Para Educator**

**D.O.T. # FULL TIME X**

**D.O.T. CLASS:**

**Sedentary: Light X**

**REQUIREMENTS:**

1. Education Level: High School diploma
2. Computer Skills
3. Experience preferred but not required.

**REPORTS TO:** Principal and library media specialist

**ESSENTIAL FUNCTIONS:**

Supports the library media specialist in providing quality service to teachers and students.

1. Assists library media specialist (LMS) in the management of the circulation system.
  - Assists with opening the library media center at the start of the school year.
  - Maintains the patron record system and assists with the materials record system.
  - Circulates materials and prepares and distributes circulation reports.
  - Assists with inventory.
  - Assists with closing the library media center at the end of the year.
2. Assists the LMS in the acquisition and distribution of materials, supplies, and equipment.
  - Prepares and places orders for materials.
  - Prepares materials for cataloging.
  - Completes processing, material order record keeping, and shelf distribution after cataloging.
3. Assists the LMS with the maintenance of library materials, equipment and supplies.
  - Repairs damaged materials in-house or arranges for repair.
  - Arranges for library equipment to be repaired.
  - Withdraws materials as directed by the LMS.
  - Maintains inventory of library media center supplies.
4. Assists the LMS in the maintenance of an accurate budget and record keeping system.

- Maintains a list of purchase order numbers and records those used.
  - Records all purchases and subsequent invoices, or receipts if paid in cash.
  - Reconciles District Expenditure Summary of library charges with the library media center budget records.
  - Assists the library media specialist in budget proposals.
5. Supports teaching.
- Obtains materials and equipment to support instruction.
  - Reinforces skills taught by the LMS.
  - Assists the LMS with instruction when needed.
6. Assists the LMS with promotion of reading and other library programs.
- Creates an inviting atmosphere, e.g., bulletin boards, seasonal decorations, displays, etc.
  - Assists with reading promotion.
  - Helps students select materials at appropriate level.
7. Other duties as assigned by building principal.

Physical Requirements:

Never 0%, Occasional 1-32%, Frequent 33-66%, Constant 67%+

Seldom: Driving

Occasional: Sitting, climbing,

Frequent: Bending/stooping, reaching, pushing, pulling, lifting over 25 lbs., carrying 25 ft., manual dexterity tasks (telephone, calculator, computer)

Constant: Walking, sitting

OTHER REQUIREMENTS (Intellectual, Sensory):

Written and oral communication skills.

Sensitivity/awareness of other cultural groups' norms.

Ability to work with diverse groups of people.

WORKING CONDITIONS:

A. Inside