

## Library Paraeducator

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### **Purpose Statement:**

The purpose of this position is to provide assistance to the librarian in an elementary or junior high school. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, preparation of materials, and record-keeping.

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### **Essential Functions**

- Acts as an instructional resource for classroom teacher(s)
- Prepares and adapts lessons and activities with teacher approval, to be used to supplement classroom activities and instruction
- Assists and/or instructs students in computer usage and operation (Accelerated Reader, etc.)
- Maintains and/or assists with student discipline, including the development and maintenance of positive student behavior
- Develops and prepares classroom materials and supplies for supplemental activities
- Develop and maintains an appropriate filing system
- Completes required forms and paperwork
- Determines needs and orders supplies and materials, within assigned budget limits
- Compiles and maintains equipment inventory records
- Cares for and organizes building collection, under supervision of certificated staff member
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

### **Other Functions**

- Attends program meetings
- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

### **Education**

- High school diploma or equivalent

### **Knowledge and Skills**

- Intermediate knowledge required to perform assigned tasks
- Basic experiential skills required to perform assigned tasks
- Standard communication of moderately complex information in oral and written form
- Junior High level curriculum knowledge and skills required
- Able to perform all job functions in routine situations

### **Responsibility**

- Tasks require limited independent judgment
- Tasks are performed within established routines
- Approval is needed before deviating from routines
- Seldom required to resolve unexpected issues
- Regular discretion and access to ordinary information

- Limited risk or impact if errors are made

### **Planning & Organizing**

- Planning/organization of own work product
- Limited reporting required
- Collects data under close supervision

### **Working Conditions**

- Few interruptions
- Limited deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited climbing
- Moderate stooping and bending
- Moderate twisting
- Moderate fine dexterity
- Moderate pushing and/or pulling

### **Required Testing**

Successfully pass the Paraeducator Test

### **Clearances**

Criminal Justice Fingerprint/Background Clearance