

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: Library Paraeducator

GENERAL DESCRIPTION: The Library Paraeducator, under the direction of the school librarian, will assist in maintaining the effective and efficient operation of the school library and library program.

WAGE CATEGORY: Grades 1-5, depending on education. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff personnel.

REPORTS TO: School Librarian, Building Principal

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the Building Principal in consultation with the School Librarian consistent with the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff personnel.

QUALIFICATIONS:

1. Excellent communication, organizational, and interpersonal skills.
2. Previous successful experience working with children and/or adolescents.
3. Effective word processing skills, knowledge of technology applications, and demonstrated enjoyment of reading.
4. Flexibility in dealing with multiple tasks, people, and material resources.
5. Commitment to the school district's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the operation of the library when the librarian is not present.
2. Assist students and staff in locating books, using reference materials, and accessing technology.
3. Work with the librarian, parent volunteers, and/or student aides to complete routine clerical tasks.
4. Word process book lists, circulation data, and correspondence as directed by the librarian.
5. Operate circulation desk, respond to routine requests for materials.
6. Be knowledgeable and know how to operate the automated library system.
7. Process new books/materials, shelve books, and assist with the repair of library resources.
8. Assist the librarian, and other staff members in scheduling, maintaining, and effectively using a variety of audiovisual materials/resources.
9. Assist librarian in training student aides and/or parent volunteers.
10. Collaborate with the librarian in preparing and updating an inventory of all library materials and equipment.
11. Perform other tasks assigned by the school librarian and/or building principal.

WORKING CONDITIONS:

- Noise Level in the work environment is moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS:

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear
- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

Last Updated: 10/22/09