

**Vail School District  
Job Description**

**Job Title:** Media Center Paraprofessional (K-8<sup>th</sup> Grade)

**Department:** School

**Reports To:** Principal

**FLSA Status:** Non-exempt

**Classification:** Level 5

**Board Approved:** June 26, 2007

**Revised:** February 9, 2012

**SUMMARY:** Maintaining library inventory, records and providing service to library users.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following.

Assist staff and students in locating library materials and use of the Online Public Access Catalog.

Assists students and faculty with online searches and research projects.

Monitor and manage student behavior to promote a safe learning environment.

Check out materials for students and staff.

Create bibliographies for students and teacher reference.

Generate and distribute routine periodic reports such as overdue notices and missing books.

Catalogue, classify, and process new library materials.

Input and maintain MARC Records.

Operates the computerized library management system (i.e., entering data, maintaining and backing up the automated catalogue database system).

Receive and catalogue books and equipment.

Repair library books and discard or redistribute outdated or worn/non-repairable materials.

Collect payments for lost library books, and provide refunds when necessary.

Assist and support the Accelerated Reader Program by generating appropriate reports for teachers, assist children on choosing books at their reading level, check reading logs to ensure accuracy, and aid students when they log in to take tests.

Assists with and/or prepares requisitions for ordering materials and equipment.

Selects, receives, and organizes books, multimedia and other materials and equipment.

Troubleshoot audio-visual and computer problems for users.

Arranges for repair of equipment.

Delivers library instruction in conjunction with teachers.

Performs an annual inventory of library items.

Coordinate the activities of parent and student volunteers in the library.

Assists with scheduling library classes.

Responsible for the inventory of classroom textbooks (MS).

Clean and maintain library facilities.

Creates and maintains an appropriate library environment (such as bulletin boards or book displays).

Hosts, assists with, and/or manage school book fairs.

Performs miscellaneous clerical work within the scope of this job description.

#### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

#### **QUALIFICATIONS**

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

#### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED)
- Six (6) months related experience and/or training; or equivalent combination of education and experience.
- Experience working with school age children.

**QUALIFICATIONS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.