

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	LIBRARY PARAPROFESSIONAL	File 507
Reports to:	Principal and Director of Communication/Technology Services	
Job Objectives:	Promotes the creative use of library/media resources.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma.· Meets all mandated health requirements.· A record free of criminal violations that would prohibit public school employment.· Self-directed and able to learn required skills for the position.· Holds or is qualified to obtain an Educational Aide Permit.· Proficiency in the use of the Dewey Decimal System.· Experience with computer operating systems and software applications.· Commitment to keeping current with technological advances.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides training and support to enhance staff and student access to library/media resource materials and equipment.· Upholds board policies and follows administrative procedures.· Supports community partnerships that enhance district programs.· Selects library books, periodicals, equipment, etc. Catalogs purchases. Maintains an orderly and functional circulation system. Processes interlibrary loans. Keeps books, periodicals, pamphlets, etc., properly shelved and inventoried.· Promotes the proper use and care of school property.· Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books and makes minor equipment repairs. Withdraws outdated or damaged materials following board-adopted procedures.· Implements and maintains specific reading programs.· Schedules orientation sessions. Works with staff to improve student learning through the effective use of library/media resources.· Collects and reserves material for classroom assignments when requested.· Implements effective pupil management procedures. Maintains high standards. Upholds the student conduct code.· Maintains a positive learning environment.· Prepares bulletin boards, displays, and/or bibliographies.· Communicates high expectations and shows an active interest in student progress.· Uses story telling activities to promote enthusiasm for reading (<i>elementary building only</i>).· Helps students use the library/media center's computers and peripherals.· Helps staff and students use media equipment.· Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.· Maintains accurate records and submits reports on time.· Maintains the confidentiality of privileged information.· Complies with district procedures to account for the collection of authorized student fees and fines.· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.· Takes precautions to ensure student safety. Does not leave students unsupervised.	

- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, listening, and writing skills.
- Interprets and applies technical information.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and helps resolve work-related conflicts.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include bending, climbing, crouching, kneeling, reaching, and standing.
- Duties may include lifting, carrying, and moving work-related supplies/equipment.
- Duties may include working in proximity to moving mechanical parts.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Duties may include prolonged use of a computer keyboard and monitor.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: June, 2003

Signature: _____ Date: _____