

## **JOB DESCRIPTION**

**Position:** Elementary Library Paraprofessional  
**Status:** 9-month Classified  
**Reports To:** Elementary School Principal  
**Salary:** Classified Employee Salary Schedule, Column A

### **Desirable Qualifications:**

- High school diploma or equivalent
- Post high school education
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations and interpersonal relations skills
- Good understanding of computer applications
- Ability to work independently
- Knowledgeable about curriculum, library collection and student instruction
- Experience in supervising youth consistent with the age group of the school;
- Experience in library science preferred

### **Performance Responsibilities:**

General Responsibilities: Support and manage an effective library/media center which promotes student reading and academic success in all areas of student curriculum; to support classroom teachers in the instruction of library skills for all students; to effectively oversee all phases of library circulation, management and inventory.

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

**•Essential Functions:**

- Provides convenient and flexible access to the library's resources.
- Works under librarian and/or classroom teachers to assist students in library skills.
- Supervises and assists students, individually and in groups, in library usage and selection of materials.
- Promotes and implements school-wide reading programs as selected by staff.
- Maintains bulletin boards and displays, changing them periodically.
- Effectively manages all phases of library circulation, including checking out books, videos, and other resources, shelving materials, keeping records, and handling overdue and missing materials.
- Receives all new materials and processes new materials by labeling, typing cards and pockets, electronically recording material, and classifying material for library usage.
- Assists with selection and purchasing of new material and supplies; contributes to effective management of physical and financial resources.
- Circulates library materials and keeps daily and yearly records.
- Accounts for receipt, renewal, and shelving of all periodicals.
- Organizes shelves and keeps all material in proper order.
- Makes necessary repairs on books and materials.
- Assists students in research.
- Assists teachers and principals in materials acquisition and research.
- Receives and processes all mail addressed to the elementary library
- Covers the elementary secretary duties during his/her lunch break and other times as assigned
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Performs other duties as assigned.

I have read and understand the above job description.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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**Signature of Employee**

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**Date**

**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.**