BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Library and/or Media Paraprofessional

Purpose of Class
Provide services of a school library and computer lab; assist students in technology basics and library use and functions.

Primary Function
The primary function of an employee in this class is administering or providing educational services in the computer lab and/or school library. The computer lab and school library is an important resource and should be open to students and staff as much as possible. Duties may include working with students on basic word processing and spreadsheet skills; providing support and training on library skills and functions. Assist students in conducting research and providing support and training, to students and teaching staff. The Library and/or Media Paraprofessional may be the only person working in the computer lab and library in the elementary schools. The work is performed under the supervision of a designated department supervisor, a Certified Teacher Librarian or a school Principal. The principal duties of a Library and Media Paraprofessional are performed in a school library and/or computer lab environment.

Essential Duties and Responsibilities (will vary by assignment)
- Present computer basics, keyboarding, software applications, Internet usage and safety skills;
- Perform Library functions including, but not limited to, checking books and materials in and out, assisting students and staff in locating books and electronic research materials, shelving books and collection management; may be responsible for checking audio/visual equipment in and out, inventorying library materials and maintaining the library;
- Present information about computer and/or library functions, including how to use the computer lab and/or library, the online catalog and computer/web-based resources;
- Coordinate with teachers to ensure material related to and required for teaching curriculum is available; and may conduct ISAT study activities;
- Maintain inventory of books, periodicals, and related computer lab and/or library materials, including processing and cataloging in new materials;
- Consult with teachers and staff on ordering materials;
- Assist instructional staff with supplemental programs;
- Use computer lab software and/or library management software;
- Assist students with research projects, research methods and with locating reference and research materials;
- Interact with students by organizing activities that encourage and motivate students to read;
- May maintain student/patron database for library management;
- Answer phones and e-mails and respond to inquiries from students, staff, parents and the public;
- Assist with recruitment and supervision of student assistants;
- Assess collection, selection, ordering, weeding and other computer lab and library administrative tasks;
- Perform miscellaneous administrative duties including word processing, desktop publishing, and bookkeeping;
• Notify teachers and students of overdue materials and collect fines for overdue books;
• Inventory and perform maintenance and repairs on personal computers and/or books, library materials and in some schools, audio/visual equipment;
• Assist in maintaining book displays, exhibits and bulletin boards;
• Perform all work duties and activities in accordance with District policies, procedures and safety practices

Other Duties and Responsibilities (will vary by assignment)
• Assist teachers with testing and supplemental programs;
• Supervise student volunteers;
• Coordinate or participate in special events related to reading and library;
• If needed, perform other duties as assigned by supervisor;
• Assist with writing of grants for library and school-related funding;
• Perform other related duties as required.

Competency Requirements:
Knowledge of:
• Library and/or Computer lab functions, operations, and objectives, including managing student behavior;
• Automated library cataloguing, circulation, and Online Public Access Catalog (OPAC);
• Operation and maintenance of computer lab and/or library equipment;
• Operation of office equipment, including a personal computer and required software applications.

Ability to:
• Operate or assist in maintaining a school computer lab and/or library;
• Operate office equipment, including a personal computer using program applications appropriate to assigned duties;
• Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel;
• Communicate effectively, both orally and in writing;
• Motivate students, create an enjoyable computer lab and/or library experience and instill the importance of technology and reading;
• Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
• Perform time management and scheduling functions, meet deadlines, and set task priorities;
• Successfully complete District training based upon Idaho Paraprofessional Standards;
• Maintain office, school, and individual confidentiality.

Acceptable Experience and Training
• High school diploma or GED equivalency; and
• Forty-Eight (48) college credits, an Associates’ Degree or successful completion of the ETS Paraprofessional Praxis; and
• Library, classroom, computer, or other educational experience is preferred; or
• Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Library and/or Media Paraprofessional.
**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and to hear sounds within the normal range of conversation;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to assist students in the library with selection of materials and to comprehend written work instructions and comprehend, review, and prepare a variety of written and text documents and materials;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle books and other paper materials and to operate office equipment, including a personal computer, and library equipment;

- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, bend and stoop repeatedly, lift at least 30 pounds and maneuver book and other carts, and work in a library and classroom environment.

- Job tasks require, with or without reasonable accommodation, climbing, kneeling, crouching, reaching, pushing, pulling, lifting, fingerling, repetitive motions and grasping.