

Howell Mountain Elementary School District

JOB DESCRIPTION



PARA-EDUCATOR – LIBRARY TECHNICIAN

New Tech Network School
(Classified Service)

Position Summary:

Under supervision of certificated staff members, the Library Technician supervises children using the library and pushing in to the classroom as required. This para-educator assists students with research and maintains the book collection, including checking books in and out and ordering new volumes.

Essential Functions:

- Develop and publicize library hours, including recess, lunchtime and after-school hours, if possible
- Coordinate with teachers for regular library visitation times
- During library times, provide students with opportunities for checking books in and out, using available technology for instructional purposes, learning library skills and listening to stories
- Check books in and out and maintain a current inventory
- Shelf books
- Complete annual weeding of outdated or unusable books; prepare documents for discarding
- Create and manage events for students in accordance with the desires of the teaching staff and District administrator
- Survey teachers for interest in new volumes; research availability and prices; develop orders; process orders; add new volumes to inventory.
- Solicit parent volunteers and develop volunteer schedule
- Assists teachers in the conducting of lessons and a variety of classroom activities
- Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction
- Assist children with development of adequate adaptive behavior skills, to include toileting when necessary, and assisting with other adaptive behavior needs
- Ability to understand, interpret, and carry-out the directive of a student's IEP
- Adapt lesson plans and Project Based Learning activities to be effective to target students
- Ability to understand the needs of special education students and adapt to meet those needs
- Assist in the design and delivery of Project Based Learning activities
- Assists in maintaining order among students in the classroom to maintain an effective learning environment
- Appraises teacher of behavioral and learning problems experienced by the students
- Works with instructional materials such as workbooks, flash cards, and multiplication tables
- Prepares for, assists with, and cleans up after various classroom projects
- Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities
- Assists in the preparation of graphic and written teaching materials
- Grades papers, operates available technology, and keeps records as directed by the teacher
- Attends to students' physical needs in the classroom
- Assists in maintaining inventory of books, teaching aids and other supplies
- May perform a variety of tasks for many teachers
- May assist with programs, equipment, and materials to meet the needs of exceptional students
- Helps individual students with specific problems
- Maintains regular and prompt attendance in the workplace
- May assist in yard duty assignment

(OVER)

Essential Functions (Cont.):

- Possesses a genuine liking for children
- Keeps confidential staff informed of all relevant school matters
- Works collaboratively with other staff members
- Perform other duties as assigned

Education and Experience:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. Two years of college or passing of the district proficiency exam required. Must pass the District skills and technology proficiency test. A strong understanding of Project Based Learning goals and objectives is desired.

- One year experience working in a school library
- Computer expertise, including Internet and card catalogue
- Knowledge of library skills and research techniques, and the ability to transmit these to students
- Knowledge of current library/media materials and ability to select materials to meet the needs of the existing library and the students at the school
- Ability to maintain an on-line catalogue system, including monitoring circulation of materials
- Knowledge of physical and/or emotional requirements of children/students and general behavior management strategies
- Ability to assume responsibility for supervising a group of children/students in varying activities
- Ability to understand and communicate satisfactorily in oral and written English
- Ability to communicate effectively and establish and maintain effective and cooperative working partnerships with students, co-workers and parent volunteers
- Meet the educational requirements set by the federal No Child Left Behind Act, or possess the ability to pass the District education proficiency exam
- Ability to pass the District skills and technology proficiency test
- Willing to attend training and networking meetings with other library-media clerks in the county

Skills and Qualifications:

- Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of student recreational activities
- Ability to assist with supervising the learning activities in a school district setting
- Ability to successfully use technology available throughout the district; both in the classroom and in the staff common areas.
- Ability to work independently on own initiative
- Ability to operate standard office equipment
- Ability to maintain cooperative working relationships with those contacted in the course of work.

Physical Requirements:

The requirements listed below are the minimum requirements for the position of Para-Educator. Individual positions may require increased requirements due to the nature of the job.

- Stand and walk on hard and/or uneven surfaces for extended periods of time.
- Bend, squat and/or stoop for brief periods of time.
- Reach above shoulder level for brief periods of time.
- Push/pull up to 40 lbs.
- Lift and carry up to 40 lbs.

Work Environment:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

(OVER)

Supervision:

The Classified Service is supervised by the site administrator and District confidential staff.

Salary:

Para-Educator: Library Technician is an hourly position, paid in accordance with the Classified Salary Schedule, Section 2D.

BOARD APPROVED: March 5, 2014