

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: 4-15-1987
LAST REVISION DATE: October 2009
BAND & GRADE: A-1-2-2*

POSITION TITLE: Library Paraprofessional

IMMEDIATE SUPERVISOR: Building Principal

Job Summary (Basic Purpose of Position)

Assists students and staff in locating materials in the library/media center and through electronic resources; checks materials in and out; maintains the library/media center collection; and schedules the use of library/media center space and equipment.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Library/Media Center Services 1.01 Assist students and staff in locating materials in the library/media center. 1.02 Assist students and staff in the use and operation of networked computers, software, and related resources used in the library/media center. 1.03 Check materials in and out. 1.04 Identify and repair damaged materials. 1.05 Maintain shelved material in 'reading order' by author or Dewey Decimal Classification System. 1.06 Prepare and disseminate overdue notices.	 A1 A1 A1 A1 A1			Knowledge of: 1. Dewey Decimal Classification System 2. Filing systems 3. Electronic/online cataloging 4. Personal computers and software applications; including: word processing, database, spreadsheet, etc. 5. Library/media center. 6. District policies and procedures.	1.01 Assistance locating materials was provided for students and staff. 1.02 Assistance using library/media centers resources was provide for students and staff. 1.03 Materials were accurately checked in and out. 1.04 Damaged material was identified and repaired. 1.05 Shelved material was maintained in appropriate order. 1.06 Overdue notices were disseminated

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<p>1.07 Maintain catalog of materials; adding and withdrawing books and other cataloged items as necessary.</p> <p>1.08 Assist designated staff in material selection and recommend the purchase of new materials.</p> <p>1.09 Develop library/media center displays, exhibits, and new book lists.</p> <p>1.10 Process and prepare new materials making them ready for check out.</p> <p>1.11 Monitor students and student behavior while they are using the library/media center.</p> <p>1.12 Assist students and staff in locating and accessing appropriate reference materials from print and electronic resources.</p> <p>1.13 Assist students in note-taking and completion of works cited pages.</p> <p>2.0 Reports/Data Management</p> <p>2.01 Maintain statistics on usage, circulation, etc.</p> <p>2.02 Prepare and maintain inventory reports.</p> <p>2.03 Add records of new materials to the library/media center database.</p> <p>2.04 Complete an annual inventory and corresponding records.</p> <p>3.00 Other Duties</p> <p>3.01 Distribute and return audio-visual materials ordered through outside resources (i.e. Northwest Service Cooperative, etc.)</p> <p>3.02 Complete other duties as assigned.</p>	<p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p>			<p>7. Building policies and procedures.</p> <p>8. General office equipment.</p> <p>9. Telephone procedures and etiquette.</p> <p>10. Age appropriate literature.</p> <p>11. Cataloging and circulation procedures.</p> <p>12. District student management system.</p> <p>13. District e-mail system.</p> <p>14. Curriculum topics and related references</p> <p>Ability to:</p> <p>1. Communicate effectively both orally and in writing.</p> <p>2. Plan.</p> <p>3. Organize.</p> <p>4. Manage time/work priorities.</p> <p>5. Maintain accurate records.</p> <p>6. Maintain confidentiality.</p> <p>7. Work independently.</p> <p>8. Manage and direct student behavior.</p> <p>9. Resolve problems promptly and efficiently.</p> <p>10. Perform under stressful situations and with frequent interruptions.</p> <p>11. Demonstrate consistent</p>	<p>according to established guidelines.</p> <p>1.07 Material catalog has been maintained and is up to date.</p> <p>1.08 Assist in material selection as directed by appropriate staff.</p> <p>1.09 Displays, exhibits, and book lists were developed.</p> <p>1.10 New materials processed and prepared for check out.</p> <p>1.11 Discipline was maintained according to established guidelines.</p> <p>1.12 Assistance in locating and accession reference materials was provided for students and staff.</p> <p>1.13 Appropriate assistance was provided for students.</p> <p>2.01 Statistics were maintained and made available regarding usage, circulation, etc.</p> <p>2.02 Inventory reports were prepared as requested.</p> <p>2.03 Database was maintained and is up to date.</p> <p>2.04 Annual inventory was completed.</p> <p>3.01 Materials were distributed and returned in a timely manner.</p> <p>3.02 Other duties were completed as assigned.</p>

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				and reliable attendance. Skill in: 1. Typing 2. Repairing books 3. Filing 4. Operateing various office machines: copier, computers, etc.	
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MINIMUM QUALIFICATIONS: Completion of two (2) years of study at an institution of higher education (AA, AS, 60 semester credits or 90 quarter credits); and, demonstrated proficiency in reading, writing, and mathematics.

***NOTE:** Please refer to SBR 200-20-1 to determine the appropriate salary level for individual positions within this job classification.