



LIBRARY VACANCY

Part-Time Para-Professional

Join our team's mission to provide an optimal learning environment that promotes reading for enjoyment and supports the development of information-literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work cooperatively with all school staff and students
- Supervise students and help build and maintain positive student behavior
- Processing/repairing library materials
- Maintain organization and inventory of the collection, equipment, and library supplies
- Assist staff and students to locate and access physical and online materials
- Communicate with staff and students as needed, verbally and via email
- Assists with building emergency drills
- Perform other duties as assigned
- Assist with book fairs and other library-related events

QUALIFICATIONS

- High School Diploma or G.E.D.
- Pass Paraeducator Test
- Criminal Justice Background Clearance

REQUIREMENTS

- Positive disposition suitable for working effectively with staff and students
- Able to count back change
- Computer skills, operating office equipment, ability to use library management system, Word, Excel
- Maintain accurate records
- Communicate clearly
- Follow multi-step directions
- Complete district trainings
- Able to perform physical aspects of work, including: reaching, lifting, standing, walking, carrying, bending, stooping, kneeling, crouching, sitting, and/or crawling
- Perform all job functions in routine situations