

Hobbs Municipal Schools

Job Description

Position: Elementary Library Paraprofessional

Supervisor: Principal, Elementary Libraries Specialist

General Job Description: The Elementary Library Paraprofessional performs clerical and library technical duties of a wide variety using established standards, procedures, and methods in order that the library may provide a positive impact on the education of children.

Qualifications:

1. High school diploma or GED.
2. 48 hours of college credit or be able to pass the Parapro test.
3. Possess or qualify for a New Mexico Level III Educational Assistant License.
4. Must be able to pass employment verification.
5. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff, parents, and administrators; communicate effectively with students, staff, parents and administrators; use current technology for instructional management needs; learn library classification system; write and speak clearly and accurately; ability to use various office machines including computer, printer, photocopier, calculator, laminator, telephone, and FAX. Applicant should enjoy books and interaction with children.

Essential Duties and Responsibilities:

1. Supervise students during scheduled classes and Accelerated Reader visits to the library.
2. Learn and effectively use the district library management software system, currently Alexandria.
3. File catalogs and correspondence in a systemized manner.
4. Help prepare new library materials received from the Elementary Libraries Office. This includes, but is not limited to application of school ownership stamp, breaking in books, checking to see if book has an Accelerated Reader test, and attaching the appropriate Accelerated Reader labels if required.
5. Additional Accelerated Reader duties may be required when deemed necessary by the principal.
6. Circulate library material, including checking materials in and out, inspecting returned materials for repair needs, sending overdue notices, collecting fees and fines for lost or damaged library material and keeping an accurate record of monies received.
7. Maintain periodical collection, which includes checking in and out, and shelving.
8. Maintain the library collection, which includes shelving books, straightening shelves, reading shelves, withdrawing items, mending, cleaning and repairing items.
9. Provide guidance and assistance to teachers and students in the areas of selection of material, using library resources, locating materials and using the online catalog.
10. Assist in management of library computer workstations.
11. Maintain the patron database by adding updated information.
12. May assist in coordinating events such as book fairs, and planning activities that encourages and motivates students to read. Prepare and present brief programs of reading parts of books, poems, or tales utilizing props such as flannel boards, puppets or storytelling.
13. Assist in selection and care of library material.
14. Prepare and present brief lessons to students on the use of the online catalog, the Dewey Decimal Classification system, library rules and etiquette, book care, basic reference and other topics.
15. Complete an annual end-of-year inventory of school library.
16. Promote effective use of the library and its services, informing staff of available teaching material and any new additions to the library collection.
17. Organize and manage the library guided by state and national library standards and in accordance with established written district policies and procedures.
18. Prepare bulletin boards and displays.
19. Effectively use the district email system to communicate to school and district staff and to request and share district library resources with other district schools.
20. Attend library in-service meetings when scheduled by the Elementary Libraries Specialist.
21. Follow district policies and administrative rules and regulations.
22. Maintain behavior appropriate to performing and accomplishing assigned duties.
23. Plan and prioritize to successfully complete assigned work.
24. Perform other duties as assigned by the immediate supervisor.

Additional Duties and Responsibilities:**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.