

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

**POSITION TITLE:** School Library & Media Paraprofessional

**JOB GOAL:** To assist in the implementation of the Library-Media Center and Technology Curriculum.

**QUALIFICATIONS:** 1. NH Paraeducator I or II certification or eligibility for certification  
2. Experience with preschool-grade 8 students in a professional/school setting

**REPORTS TO:** School Library Media Specialist

**PERFORMANCE RESPONSIBILITIES:**

- Provides student and staff assistance under professional guidance and supervision of the School Library Media Specialist.
- Provides clerical and technical assistance to the School Library Media Specialist for efficient operation of the library media center.
- Works with students individually or in small groups to provide basic media instruction developmentally appropriate to the student(s) and specialized instruction using computerized instructional intervention and credit recovery programs.
- Supports the school educational environment by understanding the following:
  1. Adolescent development
  2. Various factors that might prohibit typical child development
  3. Different learning styles
  4. Family influence on childhood learning and development
  5. Variety of teaching strategies
  6. Necessity of sensitivity
  7. Range of behavior management strategies
  8. Variety of student learning assessments
  9. Various approaches to instruction, and
  10. Applicable laws, rules, regulations, and procedural safeguards.
- Proctor and assist students using instructional strategies and techniques for successful completion or advancement of computerized education programs.
- Prepare and organize instructional space, materials, equipment, and software to support student learning.
- Promote students' independence for learning.
- Reinforce reading, writing, and other ideas and concepts presented in the computerized education programs.
- Review and report students' use of materials to School Principal or designee.
- Assist with maintaining student records including using any technology employed by the district.
- Keeps current with young adult books and media.
- Keeps current with technology trends.
- Greet students and staff using the school library media center.
- Supervise students working in the school library media center.
- Assist students and staff in locating, selecting, using, and checking out library materials and electronic media.
- Assist students and staff by demonstrating the use of equipment and software, and in operating audiovisual equipment.
  
- Reinforce media and study skills presented by Library Media Specialist in small groups or in one-on-one settings.
- Assist Library Media Specialist with special events, activities, and programs.
- Assist with the maintenance of school library media center resources and records.
- Maintain circulation desk to meet daily needs of school library media center.
- Assist with the orderly display of books, periodicals, and other school library media center materials and equipment.

- Assist with the inventory of all school library media center resources.
- Maintain school library media center records in an accurate manner.
- Assist with the evaluation of school library media center resources including maintenance, repair, replacement, and disposal.
- Assist with the selection and order of materials.
- Process new materials and equipment for circulation.
- Shelve and file materials and equipment.
- Perform a variety of clerical and computer-related tasks as assigned.
- Oversee the return of materials and notify Library Media Specialist of overdue materials.
- Assist with overdue notices.
- Assist with the delivery of media resources to various school locations.
- Place requests on hold for circulation.
- Examine returned materials for damage.
- Assist with the preparation of a student list of non-returned materials at the end of the school year or when a student leaves the district.
- Assist with the development of schedules for classes, school library media center volunteers, and/or school library media student aides.
- Assist with the supervision and training of school library media center volunteers and student aides. Help maintain an orderly, functional, and safe environment conducive to learning.
- Perform the above responsibilities using office, student educational, student database, and specialized library software.
- Assist in maintaining a safe, healthy learning environment that includes following prescribed policy and procedures of the school and district.
- Function in a manner that serves as a role model to students in one's choices and actions, demonstrates the ability to use effective problem solving and appropriate social interactions, engages in flexible thinking, employs appropriate conflict management techniques, and analyzes one's own personal strengths and preferences.
- Communicate, follow instructions, and use problem solving and other skills that will enable the individual to work as an effective member of the school library media team.
- Seek help from appropriate sources as necessary.
- Support the instructional, behavior, and life choices made for students.
- Participate in ongoing professional development, self-evaluation, and application of constructive feedback.
- Demonstrate professional ethics by maintaining confidentiality of information regarding students, staff, and families and respecting legal rights and responsibilities of school staff and students.
- Attend staff or other meetings at the request of a teacher or administrator.
- Perform any additional duties, as requested by supervisor or other designated staff, which are consistent with the effective and orderly operation of the Fremont School District and the goals and mission of the district.

**TERMS OF EMPLOYMENT:**

1. Work year and day subject to individual employment contract per collective bargaining agreement
2. Clear criminal background check
3. Verification of health to perform job
4. Valid NH certification within ninety (90) calendar days of hire per collective bargaining
5. Valid driver's license
6. Paraprofessional contract with salary and benefits as defined per collective bargaining

**EVALUATION:** Annually by the School Principal or designee

**PHYSICAL ACTIVITY REQUIREMENTS**

Primary Physical Requirements:

- |                        |                       |
|------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required   |
| 2. Lift 11 to 25 lbs.: | Occasionally required |

- 3. Lift 25 to 50 lbs.: Occasionally required
- 4. Lift over 50 lbs.: Not required
- 5. Carry up to 10 lbs.: Frequently required
- 6. Carry 11 to 25 lbs.: Occasionally required
- 7. Carry 26 to 50 lbs.: Occasionally required
- 8. Carry over 50 lbs.: Rarely required
- 9. Reach above shoulder height: Occasionally required
- 10. Reach at shoulder height: Occasionally required
- 11. Reach below shoulder height: Occasionally required
- 12. Push/Pull: Rarely required

**Hand Manipulation:**

- 1. Grasping: Regularly required
- 2. Handling: Regularly required
- 3. Torqueing: Occasionally required
- 4. Fingering: Frequently required
- 5. Controls and Equipment: Computer, telephone, copy and FAX machines

**Other Physical Consideration:**

- 1. Twisting: Rarely required
- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Occasionally required
- 5. Kneeling: Occasionally required
- 6. Crouching: Occasionally required
- 7. Climbing: Occasionally required
- 8. Balancing: Rarely required

Work Surface(s): Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is required to:

		Consecutive Hours								Total Hours							
Sit	frequently	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	frequently	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	frequently	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

**Cognitive and Sensory Requirement(s):**

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years \_\_\_\_\_
- 8. 4 to 10 years \_\_\_\_\_
- 9. Over 10 years \_\_\_\_\_

**Other Training, Skills and Experience Requirements:**

Requires demonstration of strong collaborative skills to work as part of a school team to support student/classroom learning and activities, problem solving skills to support student success, people skills in a

service-oriented educational environment, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student educational software, student database software, specialized library software, and office equipment operation. Requires excellent attention to detail and follow through to meet student and school library media center responsibilities and significant confidential responsibilities due to student and staff issues. Requires the ability to maintain flexible schedule and the physical ability to safely assist students. Requires knowledge in the areas of reading, writing, mathematics, behavior management, life skills, and educational professionalism to assist student instruction as specified in the state professional educator certification.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.