



JOB DESCRIPTION

Laramie County School District #2

LIBRARY/MEDIA PARAPROFESSIONAL

Reports To: Supervising Teacher and Building Principal

SUMMARY

Assist staff in educating and enhancing learning within the department; while creating a fun, positive, and educational environment for the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the schools media room
- Supervise student scheduled into the media center or sent from classroom.
- Assist students and staff in locating materials.
- Assist students and staff in the use of technology and equipment in the Library.
- Maintain a computer catalog file of the media center material.
- Maintain list of overdue materials and distribute to students and staff.
- Laminate instructional materials.
- Maintain records and create reports for “reading” program (i.e. Star Reader, Scholastic).
- Arrange media center materials in an orderly manner for efficient use and checking out.
- Maintain equipment and materials in good working order.
- Order supplies, visual materials and equipment.
- Mark Materials and equipment with school codes.
- Maintain a current inventory of all materials and equipment.
- Work cooperatively with all school staff.
- Solicit input from staff and students on materials needed.
- Coordinate with other media paraprofessionals.
- May hold Book Fairs for the staff and students.
- Perform other duties as assigned by principal.

QUALIFICATIONS

- **Education:** High school diploma or GED required. Minimum Praxis Score of 462.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students.

- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs. May be required to perform algebra and/or geometry.
- **Computer Skills:** Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment and preparing and maintaining accurate records.
- **Other Skills and Abilities:** Understand written procedures, speak clearly, and understand complex multi-step written and oral instructions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely both orally and in writing. Ability to perform duties with an awareness of all school requirements and Laramie County School District #2 policies.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Performing the job duties of this position requires the following physical demands: reaching, some lifting, standing, walking, carrying, bending, stooping, kneeling, crouching, sitting, and/or crawling.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.