

CAMPBELL COUNTY SCHOOLS

Effective: May 2009

Updated:

TITLE: Library Media Center Paraeducator

QUALIFICATIONS: High school diploma or GED
Proficiency in secretarial and technical (electronic) competencies; interest in libraries, reading, and providing services in a school; interest in working with people-especially students

REPORTS TO: Library Media Center Specialist and Building Principal

JOB GOAL: Assists in the organization and operation of the Library Media Center Program as directed.

PERFORMANCE RESPONSIBILITIES:

- Processes new materials: prepares books, periodicals and non-print resources for shelves; enters bibliographic data into catalog
- Assists in the management and circulation of library media materials: helps students and teachers locate and check out materials; records and maintains circulation statistics; prepares overdue notices; works with annual inventory and withdrawal of materials
- Prepares correspondence, requisitions, bibliographies, newsletters, statistical reports and other materials reports as well as other documents requested by the LMS
- Assists in production of non-print materials; instructs teachers and select students in operation and simple maintenance of equipment
- Assists in preparing instructional materials, exhibits and bulletin boards/display areas
- Assists electronic searching by providing web sites and web quests, KYVL searching strategies, etc.
- Assists students to find materials independently or in groups
- Maintains an attractive and inviting environment
- Promotes a positive relationship with students, staff and community
- Works with student assistants and/or parent volunteers

TERMS OF EMPLOYMENT: Work schedule to be established. (See school approved schedule.) Salary as established by the Board of Education. (See Board approved salary schedule.)