

Hobbs Municipal Schools Job Description

Position: Elementary Library Paraprofessional

Supervisor: Principal

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

Qualifications:

1. High school diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff and parents; use current technology for instructional management needs; to write and speak clearly and accurately.
4. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Learn and effectively use InfoCentre, the district library management software system.
2. Prepare purchase orders.
3. Check in and process shipments of books from book vendors.
4. File purchase order, catalogs and correspondence in a systemized manner.
5. Prepare new library materials, including application of school ownership stamp, attaching of new labels, and covering materials as necessary.
6. Check library materials in and out, collect fees and fines, and maintain patron sign-in book by checking passes and IDs.
7. Maintain periodical collection.
8. Shelve all books.
9. Assist teachers and students in locating materials.
10. Assist in management of library computer workstations.
11. Complete an annual end of the year inventory of school library.
12. Promote effective use of library and its services.
13. Work in conjunction with teachers and administrators in planning and implementing a program of user guidance and a sequential program of library skills instruction.
14. Organize and manage the library in accordance with established written policies and procedures.
15. Follow district policies and administrative rules and regulations.
16. Maintain behavior appropriate to performing and accomplishing assigned duties.
17. Know what to do to successfully complete assigned work.
18. Other tasks 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.