

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	Paraeducator, Instructional Library	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Paraeducator Schedule	Pay Range:	Instructional pay
Reports to:	Building Administrator	Work Year:	9 months
Prepared/Revised Date:	January 9, 2009		

SUMMARY: Assist librarian with maintaining database and shelves of cataloged books, magazines, etc. Help students check out books and research projects in library.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist Librarian in preparing material, receiving, check out and shelving books in library and scan for mis-shelved books. Make copies and laminate items as needed.	D	21%
2. Process books and magazines including entering into database, cataloging, running bar codes, spine labels, covering books, taping and stamping books.	D	20%
3. Assist students with research and locating books, read aloud books to students when needed.	D	7%
4. Maintain student and staff accounts in library software system. Understand, utilize and manage library software. Repair, fix and follow through with errors of inventory in the software system. When needed notify and assist IT with computer issues.	D	12%
5. Run bibliographies. Pull books as needed for subject areas for teachers.	D	6%
6. Assist parent volunteers, students and staff to locate cataloged items, keeping the library environment orderly.	D	5%
7. Maintain audio/visual equipment including light bulbs, etc.	D	5%
8. Repair damaged books, collect and box books from teachers for rebinding.	W	5%
9. Update overdue books and distribute lists to teachers.	W	5%
10. Assist librarians with year end inventory of cataloged items.	A	8%
11. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent required.
- No experience required; experience with computer word processing and power point preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background and reference checks required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Basic Bilingual skills (English/Spanish) preferred.

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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, periodicals and peripherals.
- Operating knowledge of and experience with Microsoft Office product; Word, Excel, PowerPoint, Access, and Publisher, along with Outlook and Library Software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Direct Report: Building Administrator (Assistant Principal and/or Principal) Indirect Report: Licensed Staff (teachers, librarians, counselors, etc)	105/106

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for **the librarian, school and students by assisting with all aspects of periodicals.**

SAFETY TO SELF AND OTHERS

Step stool is recommended.

Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others.

Report all unsafe working conditions.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger to handle materials; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb and/or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to high, precarious places. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to analyze, communicate, instruct and compute. Frequently required to compare, copy, coordinate, use interpersonal skills and compile lists. Occasionally required to negotiate.