

Job Description
La Porte Community School Corporation

JOB TITLE: Elementary Media Paraprofessional

IMMEDIATE SUPERVISOR: Building Principal / Elementary Media Specialist

SUMMARY: Oversee the operation of the building library and media services

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

OPERATION OF THE LIBRARY

1. Demonstrate a working knowledge of operation and routine maintenance of automated circulation system.
2. Develop teachers' class schedules in conjunction with the principal and teachers.
3. Read to students and check in/out books during scheduled time each week, in addition to other daily check-out times such as Accelerated Reader exchange, open exchange, etc.
4. Maintain a recommendation file of materials, books, videos, magazines, etc., based on school curriculum, teacher, student, or principal requests, media specialist suggestions, and your own research.
5. Keep a useful file of catalogs and fliers for purchasing books, videos, materials, and magazines.
6. Maintain a neat, orderly, functional library—including bulletin boards, special events, contests, and a library repair needs list.
7. Keep books, videos, materials, and magazines in proper order and good repair.
8. Inform the district computer technician about any problems with the automated system.
9. Perform timely backups for security reasons.
10. Work with the school technician, media specialist, and/or the company technicians to solve problems with the automated circulation system.
11. Weed out any outdated or damaged materials, books, videos, or magazines.
12. Inventory materials, books, videos, magazines, and equipment once a year.
13. Check e-mail daily and communicate with other LPCS media center personnel, media specialist, teachers, principals, etc., as needed.
14. Operate and maintain the media retrieval system where required.
15. Meet with vendor representatives to make purchasing decisions.
16. Maintain Patron Database—enter all new students at the beginning of the year, transfer students to new classes, delete students who move, etc.
17. Maintain the Accelerated Reader program where required.

EQUIPMENT

1. Keep equipment in Media Center clean and operable within the scope of your knowledge and responsibility.
2. Show proficiency in the operation of Media Center equipment.
3. Inform the media technician about any repairs needed (beyond changing bulbs, checking connections, etc.) that exceed your knowledge or responsibility.
4. Work with principal to schedule training for any equipment related to Media Center.
5. Keep a log of equipment use and repairs.
6. Maintain a lamination film usage log at schools where one is required.

7. Clean and maintain laminating machine where required.
8. Keep an updated equipment inventory.
9. Be responsible for minor repairs (such as changing bulbs, checking connections, cleaning VCR heads) within the scope of your knowledge.

ORDERING

1. Use recommendation file, journals, catalogs, and suggestions from media specialist to place orders for books, magazines, videos, and materials.
2. Keep an accurate record of budget for school corporation money.
3. Process and/or catalog all materials, magazines, videos, and books, when they arrive.
4. Maintain an accurate budget accounting for PTA or any other outside library fund sources.
5. Keep a record of lost or damaged books that need to be replaced.

Certified Staff

1. Acquaint teachers with the location of available materials and equipment and with Media Center operations.
2. Keep teachers informed of new books, materials, magazines, videos, or equipment purchases.
3. Maintain a flexible schedule with teachers within the scope of your own schedule concerns and other teachers' schedules.
4. Develop lists of materials by teacher request.
5. Help train teachers on any equipment directly connected with the Media Center.
6. Keep a record of all materials ordered from the Technology and Media Services Center, and make sure the materials are returned on time.
7. Locate and gather requested materials for teachers to support teaching units in the classroom.

STUDENTS

1. Encourage a love of reading and libraries.
2. Assist in finding books and using the automated card catalog.
3. Train and supervise student aides or volunteers as needed.
4. Advise students and, when necessary, parents about overdue, lost, or damaged materials or books.

SCHOOL POLICY AND LEGAL PROCEDURES

1. Follow corporation policy.
2. Be familiar with the school calendar.
3. Inform the principal of any special concerns, meetings, and general information, as deemed necessary.
4. Follow corporation copyright procedures and Indiana laws when copying materials and books.
5. Protect the patrons' rights to privacy.
6. Follow the corporation procedure for challenged materials.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function 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.

EDUCATION and/or EXPERIENCE: High School Diploma or GED
Passing Score on ParaPro Exam (Effective August 1, 2005)

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students or faculty. Ability to effectively present information to principal and assistant principal, faculty, students, public groups, and/or members of the school board.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasional lift and/or move up to 20 pounds and lift and/or move up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

TERMS OE EMPLOYMENT: Nine-month year. Salary and work year as established by the Board of School Trustees.