

LIBRARY PARAPROFESSIONAL II - SCHOOLS

DEFINITION

Under general supervision, perform responsible clerical functions related to the acquisition, processing, circulation, and recovery of text, library, and reference books, audiovisual materials and equipment, and a variety of other instructional materials and media; catalog, shelve, and store library media center materials and equipment; and do other related work as required.

ESSENTIAL FUNCTIONS

Receive and process books, computer software, periodicals, workbooks, and other instructional materials and media; prepare orders and requisitions from selections made by the librarian and textbook selection committees; receive, requisition, and route audiovisual materials and equipment, maintain circulation and distribution records; prepare and maintain a variety of file and record systems, including shelf and storage lists and records, catalog cards, request cards, and other files and records; assist in the selection and circulation of books, periodicals, and instructional media to teachers and students; may assist students in researching materials for classroom use; may assist students in locating and selecting materials pertaining to specific subject matter areas; monitor student behavior and maintain an appropriate library media center environment through the use of positive behavior management techniques; lift, transport, arrange, shelve, box, and package books and a variety of instructional materials and media; monitor, direct, and assist student helpers; may develop interest centers and create an enriching library media center environment; perform minor housekeeping functions in maintaining a neat and orderly library media center; may prepare requisitions and order books and instructional materials and media; prepare and forward overdue notices; collect fines pertaining to overdue books and materials; may maintain simple cash receipt records; use data processing equipment and programs to maintain current student, staff, and teacher records, inspect book information such as paid, losts, changes, etc., assign barcode numbers to books, shelf lists, and book cards, run overdue lists and notices, develop new catalog cards; may adjust, clean, and perform minor maintenance to audio visual equipment; check in and out audiovisual equipment; catalog and process all audiovisual software; maintain ongoing inventory of equipment.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Library methods, terminologies, and procedures;

Library media center classification systems;

Basic computer competency;

Student behavior management strategies and techniques;

Standard library reference sources, reference books, books, audio/video materials and equipment, and related library media materials;

Standard office practices, procedures, techniques, and equipment;

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts.

Ability to:

Perform responsible library media center clerical functions, including circulation and cataloging functions; Maintain a variety of records and filing systems related to a library media center.

Operate appropriate computer programs;

Work with a wide variety of books, subject and author files, and other library related materials;

Maintain order among students using the library/media center;

Assist students and teachers in the use of the library/media center;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted during the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; proficient operation of data processing equipment. (In some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration.)

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work and/or training in library and general clerical procedures.

Experience:

Two years of clerical experience, including one year of experience in a library media center.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Pushing and/or pulling objects weighing up to 100 pounds and lifting up to 50 pounds; physical dexterity in limbs and digits necessary to perform duties; ability to bend, stoop, grasp, and reach.

Pre-placement Physical: Class I