

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

PARAEDUCATOR – LIBRARY/MEDIA

JOB SUMMARY: Under the supervision of the building administrator, provide clerical and technical support to staff and students when accessing and using print and non-print instructional materials. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Assist students in finding fiction and non-fiction materials and other instructional materials.
- Operate the circulation desk and keep complete circulation file.
- Maintain schedule of media materials and equipment use.
- Catalog, inventory and file learning materials.
- Maintain library displays.
- Shelve books.
- Direct and supervise activities of teaching assistants.
- Laminate materials for instructional use.
- Maintain confidentiality and display ethical behavior.
- Perform other job-related duties as assigned by the building administrator.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- High school graduate or equivalent.
- College or other in-service training preferred.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Demonstrated patient, understanding and receptive attitude toward students of varied age groups.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with children and adults.
- Working knowledge of common office equipment and machines.
- Demonstrated competence in the use of computers and computer programs.
- Demonstrated knowledge of library classifications systems.
- Knowledge of record management storage and retrieval systems and procedures.

PHYSICAL DEMANDS:

- Persons performing service in this position classification will exert 10 to 40 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves frequent sitting, standing, walking, stooping and bending.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business and computer related

equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

Revised 3/16/2016