

Paraprofessional-Library Clerk Job Description

Reports to: Building Administrator

Approved: May 13, 2015

Revised: October 21, 2019

Reviewed: May 11, 2022

Qualifications, Skills, and Abilities:

1. Educational Level: Associate degree, 2 years (32 semester hours) of college, or having passed a paraprofessional qualifying test (Praxis).
2. Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills.
3. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.
4. Punctual and reliable.
5. Knowledge of the proper resources available through the public library to meet school needs.
6. Basic knowledge of library skills suitable for elementary students.

Job Summary:

Responsible for the administration of the library program and associated duties as described below:

Major Duties and Responsibilities:

1. Acquires, organizes, and maintains materials and equipment in the Idaho Falls library.
2. Meets with students weekly for book talks, basic library skills lessons and book check-out.
3. Assists users in obtaining required information from other libraries.
4. Performs other related duties as assigned.

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

Note:

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.