

Support Staff Positions

Job Description: Middle School Library Coordinator Paraprofessional Non Exempt

TITLE: Middle School Library Coordinator Paraprofessional

DEFINITION: Under the direction of the building principal, the employee will perform various duties and responsibilities involved with implementing and maintaining the school library media program.

QUALIFICATIONS:

1. Meet federal highly qualified paraprofessional requirements.
 - a. AA degree or equivalent of 2-year college.
 - b. Pass proficiency exam and high school graduate or equivalent.
2. Skills in area(s) assigned.
3. Skills in working with children and adults.
4. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

DUTIES:

1. Teach library and research orientation.
2. Assist students with research, reading options, and computer operations.
3. Collaborate with staff.
4. Maintain Type V Substitute License for supervision of students in library.
5. Research, order, catalog, distribute, and set up audio visual equipment for library and classrooms.
6. Research, order, catalog, process, repair, and weed library books and classroom sets.
7. InfoCentre (library software): Manage, incorporate Accelerated Reader, and troubleshoot.
8. RenPlace Administrator for Monte Vista Middle School: order, set up, and trouble shoot on all programs; set up classroom computers, train students and staff, and administer tests.
9. Active Directory: re-set student computer passwords and coordinate with technology department to insure new students have computer accounts.

10. Train and direct student library aides.
11. Circulate books.
12. Shelve books and keep library in order.
13. Perform yearly inventory of equipment and books.
14. Cable TV coordinator/equipment operator.
15. Trouble shoot on library computers (22 in library computer lab).
16. Trouble shoot in computer lab (room 101) and on classroom computers.
17. Coach Battle of the Books.
18. After school duty every day.
19. Ensure the safety and discipline of students.
20. Display initiative in evaluating and increasing the effectiveness of the library.
21. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
22. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
23. Perform all other duties as may be assigned by the principal
24. Employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 40 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

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

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the supervising teacher and/or building principal in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature_____ Date _____

Policy GDAA-R-5 approved by Board of Education: 06/26/2008

Monte Vista School District No. C-8, Monte Vista, Colorado