

**TITLE: IMC
CATEGORY 1 - PARAEDUCATOR**

QUALIFICATIONS:

1. High School diploma; some college preferred
2. Library and/or school experience
3. Familiarity with technology and experience using twenty-first century library applications
4. Possess good communication skills both verbal and written.
5. Possesses a sense of humor and a proven ability to work in a polite and friendly manner with students, teachers, administrators, parents, other school staff, and school visitors.
6. Such alternatives to the above qualifications as the School Department may find appropriate and acceptable.

REPORTS:

Building principal, ELA coordinator, supervising library media specialist

JOB GOALS:

1. To assist teachers in maintaining a well organized, smoothly functioning library environment that enables students, teachers and staff to take full advantage of the library services and resources.
2. Provide a safe and supportive educational environment for all students and staff as well as providing library support to teachers and students.

PERFORMANCE RESPONSIBILITIES: (include but are not limited to):

1. Under the supervision of the school librarian, prepares for classroom activities, and displays and cares for materials and equipment.
2. Operates all computers, printers, and software applicable to library functions
3. Independently performs daily workflow activities such as circulation and shelving of materials and completing inter-library loan.
4. Supervises and provides assistance to students and assists them with locating materials and utilizing technology.
5. Assists staff members in locating library materials for their classrooms, placing holds, and other requests.
6. Helps students to develop habits of independent reference work and to develop skill in the use of library materials in relation to planned assignments.
7. Provides a welcoming, positive environment and experience for students, staff, and other visitors

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8. Assist in the development and maintenance of the library collection, including the purchase, cataloguing, processing, repairing, and inventory of materials
9. Performs other related tasks and assumes other related responsibilities as may from time to time be assigned by immediate supervisors

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *May vary; as currently practiced up to 7 hours per day; school calendar year.*

EVALUATION: *Performance of this job will be evaluated in accordance with procedures established by the School Committee on the evaluation of professional personnel.*

SALARY: *Per current Educational Support Personnel contract.*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Regional School Committee: **Plymouth School Committee - Updated**

Information: January 28, 1992
Discussion: February 11, 1992
Approved: February 11, 1992

Information: January 22, 2018
Discussion: January 22, 2018
Approved: January 22, 2018