

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE:** SCHOOL LIBRARY & MEDIA PARAPROFESSIONAL - EES

**GENERAL DESCRIPTION:** The School Library and Media Paraprofessional provides student and staff assistance under professional guidance and supervision of the EES School Library Media Specialist. In addition this position provides clerical and technical assistance to the School Library Media Specialist for efficient operation of the library media center. The School Library Media Paraprofessional may work with students individually or in small groups to provide basic media instruction developmentally appropriate to the student(s) and specialized instruction using computerized instructional intervention programs.

**QUALIFICATIONS:**

1. High school diploma, bachelor's degree preferred
2. Experience with elementary school students in a professional setting preferred
3. NH Paraeducator or Teacher Certification or eligibility for certification within 90 calendar days from date of hire

**KNOWLEDGE:** Requires knowledge in the areas of reading, writing, mathematics, behavior management, life skills, and educational professionalism to assist student instruction as specified in the state professional educator certification. All school paraprofessionals support the school educational environment by understanding the following.

1. Adolescent development
2. Various factors that might prohibit typical child development
3. Different learning styles
4. Family influence on childhood learning and development
5. Variety of teaching strategies
6. Necessity of sensitivity
7. Range of behavior management strategies
8. Variety of student learning assessments
9. Various approaches to instruction, and
10. Applicable laws, rules, regulations, and procedural safeguards.

**SKILLS:** Requires demonstration of strong collaborative skills to work as part of a school team to support student/classroom learning and activities, problem solving skills to support student success, people skills in a service-oriented educational environment, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student educational software, student database software, specialized library software, and office equipment operation.

**ABILITIES:** Requires excellent attention to detail and follow through to meet student and media center responsibilities and significant confidential responsibilities due to student and staff issues. Requires the ability to maintain flexible schedule and the physical ability to safely assist students.

**CLASSIFICATION:** This position is designated as a paraprofessional position subject to the Epping Paraprofessional Association NEA-NH and NEA. The collective bargaining agreement does not apply

to newly hired personnel until they have completed a probationary period of ninety (90) calendar days from the date of hire or appointment.

REPORTS TO: School Library Media Specialist and School Principal

SUPERVISES: No staff supervision responsibilities

PERFORMANCE RESPONSIBILITIES:

STUDENT RESPONSIBILITIES:

1. Prepare and organize materials, equipment, and software to support student learning.
2. Proctor and assist students using instructional strategies and techniques for successful completion or advancement of computerized education programs.
3. Reinforce reading, writing, mathematical, and other ideas and concepts presented in the computerized education programs.
4. Promote students' independence for learning.
5. Review and report students' progress to School Principal or designee.
6. Assist with maintaining student records.

MEDIA CENTER RESPONSIBILITIES:

1. Greet students and staff using the school library media center.
2. Supervise students working in the library media center.
3. Assist students and staff in locating, selecting, using, and checking out library materials and electronic media.
4. Assist students and staff by demonstrating the use of equipment and software, and in operating audiovisual equipment.
5. Reinforce media and study skills presented by library media specialist in small groups or in one-on-one settings.
6. Assist library media specialist with special events, activities, and programs.
7. Assist with the maintenance of library media center resources and records.
8. Maintain circulation desk to meet daily needs of library media center.
9. Assist with the orderly display of books, periodicals, and other library media center materials and equipment.
10. Assist with the inventory of all library media center resources.
11. Maintain library media center records in an accurate manner.
12. Assist with the evaluation of library media center resources including maintenance, repair, replacement, and disposal.
13. Assist with the selection and order of materials.
14. Process new materials and equipment for circulation.
15. Shelve and file materials and equipment.
16. Perform a variety of clerical and computer-related tasks as assigned.
17. Oversee the return of materials and notify school library media specialist of overdue materials.
18. Assist with overdue notices.
19. Assist with the delivery of media resources to various school locations.
20. Place requests on hold for circulation.
21. Examine returned materials for damage.
22. Assist with the preparation of a student list of non-returned materials at the end of the school year or when a student leaves the district.
23. Assist with the development of schedules for classes, library media center volunteers, and/or

library media student aides.

24. Assist with the supervision and training of library media center volunteers and student aides. Help maintain an orderly, functional, and safe environment conducive to learning.
25. Perform the above responsibilities using office, student educational, student database, and specialized library software.

#### PROFESSIONALISM:

1. Assist in maintaining a safe, healthy learning environment that includes following prescribed policy and procedures of the school and district.
2. Function in a manner that serves as a role model to students in one's choices and actions, demonstrates the ability to use effective problem solving and appropriate social interactions, engages in flexible thinking, employs appropriate conflict management techniques and analyzes one's own personal strengths and preferences.
3. Communicate, follow instructions and use problem solving and other skills that will enable the individual to work as an effective member of the instructional team.
4. Seek help from appropriate sources as necessary.
5. Support the instructional, behavior, and life choices made for students.
6. Participate in ongoing professional development, self-evaluation and application of constructive feedback.
7. Demonstrate professional ethics by maintaining confidentiality of information regarding students, staff, and families and respecting legal rights and responsibilities of school staff and students.
8. Attend staff or other meetings at the request of a teacher or administrator.
9. Perform any additional duties, as requested by supervisor or other designated staff, which are consistent with the effective and orderly operation of the Epping School District and the goals and mission of the district.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move and/or restrain school-age students. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting.

#### TERMS OF EMPLOYMENT:

1. Work year subject to individual employment contract per collective bargaining agreement
2. Work day subject to individual employment contract per collective bargaining agreement
3. Clear criminal background check
4. Verification of health to perform job

5. Valid NH certification within ninety (90) calendar days of hire per collective bargaining agreement
6. Valid driver's license
7. Paraprofessional contract with salary and benefits as defined per collective bargaining agreement

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.