

TITLE: Paraprofessional - TLS

DEPARTMENT: Teaching and Learning Services
MVSC

REPORTS TO: Assistant Superintendent of Teaching and Learning Services or Director Designee

POSITION SUMMARY: Under the direction of the Assistant Superintendent or Director Designee as appropriate, the position prepares, assists in the management of inventory of, and coordinates care and dissemination of instructional materials for libraries in the building and curricula adoption district-wide while also providing technical support for District staff regarding the library and media automation and technology systems. This position requires knowledge of District policies and regulations, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills..

ESSENTIAL FUNCTIONS:

- Maintains a variety of documents, files and records for the purpose of providing curriculum information and materials support to district staff.
- Classify, catalog, inventory, and prepare materials that are received, received unprocessed, or are sent for surplus.
- Inventory, organize, and restock curricula kits in support of District departments.
- Organize and prepare books used as part of any District curricula to be sent to bindery for rebinding.
- Facilitate the storage of district surplus/obsolete books and materials as per district regulations.
- Assist with the purchasing, classification, cataloging, inventorying, and preparation of library media and curricula materials for dissemination or surplus including maintenance of the electronic inventory.
- Assist in the input and maintenance of all cataloging information files, including electronic ones, and other material relevant to district-wide electronic databases for library media and curricula.
- Research cataloging information from existing sources or from outside sources as needed to complete the processing of library media materials in the electronic database.
- Provide basic technical support and assistance, such as trouble-shooting, records management, and records input to staff related to the District curricula databases.
- Provides customer service and assistance to district staff, including physical and electronic inventory maintenance in the online database used by library media and District curricula.
- Propose, coordinate and manage the purchase and installation of library automation software used district-wide.
- Assist other staff, students and volunteers working in the library processing department at May Valley Service Center.
- Maintains classroom equipment, curricular materials, and personal work area for the purpose of ensuring availability of items for use and/or providing reliable information.
- Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquires and/or taking messages.
- Distributes mail, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Demonstrate positive relationship skills with students, parents and district staff as appropriate, maintaining ongoing and open communication.
- Abide by control procedures to maintain integrity of the District electronic databases for library media and curricula.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required of current national standards for access to information such as Dewey Decimal Classification, Sears Subject Headings, Anglo-American Cataloguing Rules, and USMARC documentation; to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software; business telephone etiquette; and common office machines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data requires independent interpretation of guidelines and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; working with detailed information/data; setting priorities; and working as part of a team.

Responsibilities:

Responsibilities include: working under direct and limited supervision using standardized procedures; providing information and/or advising others; utilization of some resources from other work unites may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired, particularly working with students of the age of those at the school assignment. Further the individual will possess the:

- ability to take direction, work independently, show initiative, and accept responsibility;
- ability to communicate effectively in a pleasant, tactful, and professional manner; and
- physical stamina and good health necessary to perform required responsibilities and the essential functions.

REQUIRED TESTING: Pre-employment Proficiency test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain knowledge as current in the operation of hardware and software used for the automation of library media centers; online databases with multiple access points; library media and curricula circulation and inventory systems, and appropriate terminology and procedures.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Service Employees International Union, Local 925 (SEIU)

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date