

Poquoson City Public Schools

**JOB DESCRIPTION**

**TITLE: Paraprofessional – Media Center**

This position is \_\_\_ exempt or X non-exempt

**PRIMARY FUNCTION:**

Assists the teacher/media specialist by performing assigned duties related to creating and maintaining the library media center and to meet students' instructional objectives as outlined in students' education plans (e.g., reinforcing instruction under the direction and supervision of the teacher or building administrator, assembling and preparing instructional materials, and assisting students with transitions during the day.)

**MINIMUM QUALIFICATIONS:**

Associate's Degree; or higher; or High school diploma or equivalent with additional 90 semester credit hours from accredited institutions; or High School Diploma or equivalent with addition of passing a rigorous test as approved by the Virginia Department of Education for purposes of becoming highly qualified under the No Child Left Behind legislation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge and/or experience related to area of assignment
- Knowledge and practice of computer skills
- Demonstrates initiative and self-direction
- Ability to learn and become proficient with library computer software programs and technology
- Ability to create and post bulletin board displays
- Ability to type, organize and file materials
- Exhibit flexibility and patience in working with all students, parents and staff
- Skilled in handling varied multiple duties
- Ability to communicate both orally and in writing
- Willingness to serve all students
- Ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior, including outdoor activity areas, gymnasiums, or wherever needed
- Sufficient strength, agility, and dexterity (able to lift 50 pounds unassisted)

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Supports the media specialist in assembling and preparing instructional materials and in maintaining media center
- Assists teacher/media specialist under direct instruction in preparing and implementing daily lessons
- Assists teacher/media specialist in ensuring appropriate student behavior with implementation of behavior management and/or medical management plans
- Assists with cataloging and processing of materials
- Receives and prepares periodicals for circulation
- Circulates and maintains all materials, including equipment, computer-related items, and videotapes
- Instructs and supervises student assistants and volunteers
- Assists with annual inventory of all materials
- Maintains library overdue lists and notices on a frequent, periodic basis
- Collects monies for overdue materials, lost materials, copying services and lamination
- Instructs students and staff in the operation and use of equipment and software
- Maintains confidentiality with regard to student records and information
- Serves bus, cafeteria, or hall duty
- Participates in staff development activities related to area of assignment
- Provides student support as indicated in IEP, Section 504 Plan, or other student intervention plans
- Performs other duties as assigned

**TERMS OF EMPLOYMENT:** 187 days – salary according to unified pay scale for paraprofessionals

**REPORTS TO:** Building Administrators

**EVALUATION:** Evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel

**APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION AND SUPPORT SERVICES-May 2011**

