

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, Library	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-18/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant – Library)

BASIC FUNCTION:

Under the direct supervision of an assigned supervisor or designee, assist with the day-to-day operation of the library including record-keeping, sorting of information, collection of data regarding use of materials, preparing books for circulation, and reshelving books to meet the needs of the students, staff and site.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Gather data and accurately compile reports on library usage in support of student learning. *E*

Maintain an accurate inventory of all library materials to provide students access to a variety of high quality learning materials. *E*

Assist with ordering of audio-visual materials and equipment. *E*

Revise files and procedures in accordance with new methods. *E*

Process all library materials with proper identification, including labeling to assist in the tracking of library resources and supplies. *E*

Shelve books and video library cassettes in proper order in a reasonable, timely manner to meet the needs of students. *E*

Assist students and teachers in locating and checking out materials for research projects in support of students learning at grade level and beyond. *E*

Explain library procedures to students and teachers to ensure proper usage of library materials and equipment. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in general clerical work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation library office methods and procedures.
Requirements of maintaining a library in a safe, clean and orderly condition.
Basic subjects taught in District schools.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.
Accurate record-keeping techniques.
Safe practices in work related activities.

ABILITY TO:

Provide instruction and assistance to students in a library.
Plan and schedule use of library materials and equipment.
Learn the procedures, functions and limitations of assigned duties.
Establish and maintain effective working relationships with a diverse range of people.
Operate a variety of office equipment.
Work independently with little direction.
Communicate, understand and follow both oral and written directions.
Provide assistance to students and others.
Learn the F.U.S.D.'s Code of Ethics and the Association for the Education of Young Children's Code of Ethical Conduct
Learn new or updated skills and equipment to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor library environment; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate office and peripheral equipment; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to assist students; hearing and speaking to exchange information; seeing to monitor student activities.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions