

## Northland Community Schools

### JOB DESCRIPTION

**Position Title: Library Paraprofessional**

**Date Written: March 2026**

**Department: HS/Elementary School**

**Reports To: Principal (s)**

**Board Approved:**

**JOB SUMMARY:** To provide support to the instructional programs, with specific responsibilities for maintaining the library and media collections; identifying age appropriate resources for students and teachers utilizing library and media resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **40 % Circulating Materials**

- Collect and circulate books, periodicals, and media
- Maintain organized flow of materials using the circulation/catalog system
- Manage patron accounts, overdue and lost items
- Maintain circulation and distribution records
- Operate and troubleshoot catalog system
- Process orders for materials
- Maintain reserve materials system
- Report lost/stolen materials

##### **25 % Maintain Collection**

- Receive and process books, periodicals, instructional materials, and media.
- Input data and generate reports from circulation/catalog systems.
- Maintain shelves and storage areas
- Assist with ordering materials and supplies
- Repair and mend damaged materials

##### **30 % Assist Students and Staff**

- Help students locate appropriate reading and research materials
- Support classroom assignments and resource selection
- Assist students in choosing high-interest and appropriate-level materials
- Conduct or support scheduled library periods (elementary)
- Provide library-related support to students and staff as needed

##### **5 % Maintain Learning Environment**

- Support positive student behavior
- Communicate expectations and routines
- Maintain an orderly, welcoming library space

- Prepare displays and materials

Perform other duties as assigned or requested

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirements:**

- High School diploma or equivalent
- AA degree or successful completion of the ParaEducator Assessment

### **Experience:**

- Previous experience in working with children, preferred
- CPR and first aid training, desired
- PCA and CFSS certification, preferred

### **Essential Knowledge, Skills, and Abilities:**

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district curriculum
- Working knowledge of district policies
- Ability to exercise confidentiality with district information
- Ability to work with individuals of various ability levels
- Ability to work independently within a larger context of team cooperation

### **Machines, Tools, Equipment, Electronic Devices, and Software:**

- Operates computer, printer, copy machine, fax machine, phone system, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication

### **Supervision of Other Employees:**

- This position does not provide work direction or supervision to other district employees.

### **Physical Job Requirements:**

- Position may include extended periods of standing
- Position may include extended periods of sitting
- Position may include bending, stooping or sitting on the floor
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity

**Mental Job Requirements:**

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

**Working Conditions:**

- Work is primarily performed in a school environment which typically includes moderate noise from students, computers, and other work-related equipment

**Job Outcomes:**

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Provides confidentiality for all students and staff

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*