

**Entiat School District
Paul Rumburg Elementary School & Entiat Middle & High School**

CLASSIFIED VACANCY ANNOUNCEMENT

LIBRARY TECHNICIAN PARAEDUCATOR

CURRENT OPENING: Library Technician Paraeducator
School Year Position 7 hours/day (7:45 am-3:15 pm, 30 min. lunch)

DATES: CLOSING DATE: Open Until Filled
ASSIGNMENT BEGINS: ASAP – End of School Year

COMPENSATION: Current hourly rate is \$19.87-26.34 depending on experience
Eligible for medical, dental, and vision insurance, retirement

UNION AFFILIATION: This position is represented by the Entiat Chapter of the Public School Employees of Washington/SEIU Local 1948 (PSE)

PRIMARY DUTY: Oversee the general operation of the school library. Requires exercise of significant degree of independent judgment and responsibility in performing duties including ordering, cataloging, organizing, and managing all library books and resource materials, assisting students and staff using the library, and providing library and literacy-related instruction to elementary students.

See page 2 for detailed job description

APPLICATION MATERIALS MUST INCLUDE:

- Cover Letter of Interest
- District Classified Employment Application (not required if you have an app on file) *(on our website)*
- Current Resumé
- Letters of Reference (preferred, not required)
- Copy of High School Diploma or G.E.D. credential (may be obtained after hire)
- Copy of AA Degree or proof of higher education credits or Parapro Assessment Test score

SUBMIT TO: Robin Richter (rrichter@entiatschools.org) 2650 Entiat Way, Entiat WA 98822

If you are interested but need more information – please call Robin Richter at (509) 784-1800 option 3

The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Greg Whitmore (Civil Rights Compliance Coordinator) via e-mail at gwhitmore@entiatschools.org, or Susan Morris (Section 504 Coordinator) via e-mail at smorris@entiatschools.org, or Bill Edwardson (Title IX Coordinator) via e-mail at bedwardson@entiatschools.org, or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822.

LIBRARY TECHNICIAN PARAEDUCATOR

JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent **-AND-**
- Applicants must have **one of the following three:**
 - ✓ Associate of Arts (A.A.) Degree or higher - **OR** –
 - ✓ Minimum of 72 quarter credits from accepted institution of higher education - **OR** –
 - ✓ Successful completion of the ETS ParaPro Assessment
- Successful completion upon hiring of a criminal record and fingerprint background check through the Wa. State Patrol and FBI

PREFERRED QUALIFICATIONS:

- Experience performing comparable duties in a library or education environment; or
- Education with coursework in library science or a closely related field.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of basic principles of library management
- Must be able to accept responsibility, take direction, display initiative, and work independently
- Must have strong organizational skills and be able to manage time
- Must be proficient in the use of computers and software such as Microsoft Office products and have demonstrated ability to learn other school and library-related software programs.
- Must have skill and accuracy in data input
- Must be able to communicate effectively, orally and in writing
- Must be able to make presentations and/or provide training to staff and instruction to students
- Must be able to work as a collaborative team player, and provide assistance to staff, as needed
- Must be able to represent the school district in all interactions in a pleasant and professional manner
- Must be able to maintain confidentiality in all work-related matters
- Exhibit a positive attitude.

PHYSICAL DEMANDS and WORKING ENVIRONMENT:

The employee in this position is regularly required to stand and sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. The employee frequently is required to reach with hands and arms, and stoop, kneel, crouch or crawl. Must occasionally lift and/or move 25 lbs. Occasionally required to work outside when needed to provide substitute student supervision.

SUPERVISED AND EVALUATED BY: P-12 Principal

LIBRARY TECHNICIAN PARAEDUCATOR

JOB DESCRIPTION

Oversee the general operation of the school library. Requires exercise of significant degree of independent judgment and responsibility in performing duties including ordering, cataloging, organizing, and managing all library books and resource materials, assisting students and staff using the library, and providing library and literacy-related instruction to elementary students.

DUTIES AND RESPONSIBILITIES:

- Research and order new library books biannually. Order library supplies as needed.
- Receive, classify, and catalog new library books; download MARC records, input, and edit info for an automated catalog system (Destiny), while applying the Dewey Decimal and Library of Congress classification systems
- Perform inventory of entire library book collection biennially and weed materials as needed
- Repair books and materials as needed
- Perform annual inventory of all other library equipment and supplies
- Check books and materials in and out of the library; shelve returned books promptly
- Organize and reorganize shelved books regularly (14,000+ books)
- Maintain automated patron circulation system (Destiny) including adding, editing, and deleting patron records
- Compile and send out overdue notices to staff and students on a quarterly basis
- Notify school secretaries of lost or damaged books and associated fees to be charged to students
- Work to ensure students and staff are effective users of ideas and information.
- Assist teachers and/or students in the location and use of library materials such as books, dictionaries, encyclopedias, almanacs, indexes, handbooks, etc.
- Assist teachers in the gathering of materials for student reading and research projects in classrooms
- Work with small groups of students, as requested by principal/supervisor.
- Empower students to be enthusiastic readers, critical thinkers, skillful researchers, and ethical users of information
- Reports pupil progress to classroom teachers and parents
- Prepare bulletin boards and decorate library
- Motivate and inspire reading through a variety of activities and programs
- Organize and coordinate the annual Bikes-for-Books program and the Page Ahead Book Giveaway Literacy Program
- Attend/participate in all required staff meetings and other activities deemed necessary by the District in order to accomplish the objectives of the position and for professional development
- Participate in implementation of district-wide positive behavior management program for students
- Maintain punctuality and consistent attendance. Prepare substitute plans and keep them current.