

Standish-Sterling Community Schools
3789 Wyatt Road
Standish, Michigan 48658
Phone: 989-846-3670 Fax: 989-846-7890

May 7, 2018

VACANCY LISTING - INTERNAL

Position: JR/SR High School Library/Media Aide Paraprofessional

Requirements:

- Complete at least 2 years of study (equal to 60 semester hours)/or
- Associates Degree/or
- ETS Para Assessment (460 minimum)/or
- Basic Skills MTTC test/or
- SAT (Evidence Based Reading 480, Math 530)

Preferences:

- Provide a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources to provide a learning environment for the achievement of all students.
- Assist students to gain the knowledge, skills and confidence to be successful.
- Monitor student completion of a RTC.
- Monitor students that are completing in-school suspension, which includes gathering the student's assignments.
- Ability to relate to a diverse student population.
- Ability to work with colleagues in a Professional Learning Community.
- Evidence of good interpersonal and communication skills.
- Experience in the use of different mediums, equipment, and technology preferred.

Salary: Per the Master Contract

Deadline: May 14, 2018 or as soon as the position can be filled.

Contact: Arnae Stokoszynski, Curriculum Director
Standish-Sterling Community School District
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Standish, Michigan 48658
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AN EQUAL OPPORTUNITY EMPLOYER

Standish-Sterling Community Schools

TITLE: Jr/Sr High School Library/Media Aide Paraprofessional

QUALIFICATIONS:

1. Complete at least 2 years of study (equal to 60 semester hours)/or
 - Associates Degree/or
 - ETS Para Assessment (460 minimum)/or
 - Basic Skills MTTC test/or
 - SAT (Evidence Based Reading 480, Math 530)
2. Deals with people tactfully, courteously, and with discretion.
3. Previous library experience preferred.
4. Knowledge of indexing and filing.
5. Positive rapport with students, teachers, administrators, and parents.
6. Ability to take direction.
7. Reliable, patient, cheerful, appropriately groomed, loyal, good health, able to follow instructions, and a willing worker, dependable and responsible.
8. Must have no record of child abuse or neglect and have never been convicted of any offense other than a minor traffic violation.

NOTE: The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirement.

REPORTS TO:

- Building Principal and Title I/District Curriculum Leader

JOB GOAL:

1. To provide a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources to provide a learning environment for the achievement of all students.
2. To assist students to gain the knowledge, skills and confidence to be successful.
3. Monitor student completion of a RTC.
4. Monitor students that are completing in-school suspension, which include gathering the student's assignments.

PERFORMANCE RESPONSIBILITIES:

Library/Media Aide

1. Process new books, type forms, library schedules, catalog cards and all other necessary clerical duties needed to organize and maintain the library.
2. Maintain files of catalog cards and computer data base files.
3. Process notices for overdue books and fines for lost and overdue books.
4. Make simple repairs on damaged books.
5. Maintain proper discipline when students are in the library.

6. Prepare current magazines for shelving and maintain back issues in proper order.
7. Attain a list of student and teacher requests or special interests to aid in the selection of new materials.
8. Maintain current inventory of supplies and suggest items for acquisition as needed.
9. Assist in the annual inventory of library materials and the preparation of lists of missing books and books to be discarded.
10. Shelf incoming books.
11. Oversee the general neatness and attractiveness of the library and its displays. This includes developing bulletin board displays, book displays, etc.
12. Help students locate reference materials.
13. Work with and supervise small class groups who are using the library for research.
14. Become familiar with the collection, including good knowledge of the Dewey decimal system and popular subject headings and author types in order to guide student selection.
15. Keep circulation records.
16. Help schedule classes and small groups to the media center including the computer lab.
17. Be willing give book talks to encourage reading of certain books.
18. Be willing to work with other media assistants in helping to maintain quality services at the other buildings.
19. Keep administrator informed of suggestions to be considered, ideas to be shared or problems that arise.
20. Use appropriate library software.
21. Check out books on computerized library automation system.
22. Maintains a positive attitude with all staff members and works daily for the betterment of the program.
23. Provide safe and comfortable conditions for pupils.
24. To keep all student, parent and staff information confidential.
25. To have a positive attitude in working with students, parents, staff and community members.
26. Other duties that may arise or be requested.
27. Monitor student completion of a RTC.
28. Monitor students that are completing in-school suspension, which include gathering the student's assignments

TERMS OF EMPLOYMENT:

- Work days of student instruction according to master contract.
- The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District as noted per Board Policy 1400.

EVALUATION:

- Performance of this job will be evaluated annually in accordance with the provisions of the master contract.