



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Paraeducator, Library Media II  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: PA03  
Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform specialized work in assisting with services for schools. Provides for the care and well-being of students. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports.

### Essential Functions of this Job

Performs work in a Media Center not requiring the presence of a Library Media Teacher but with guidance of an administrator. Professional duties will involve writing lesson plans and teaching library media classes, overseeing the Accelerated Reader Program, running book fairs and collecting monies, managing the library media budget, selecting books and magazines, completing orders using SAP, and collecting monies for lost books and fines. Serves as textbook manager, checking in and out equipment and materials to teachers and students and completes inventories. Works with teachers to identify resources and disseminates information to teachers about resource subscriptions. Heading committees, attending meetings as necessary, serving on various committees, attending inservice provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the work site where assigned. Clerical assistance will be performed when needed to assist the supervisor to which one is assigned. Supervision and/or reinforcement of instruction of students in various situations and programs will probably be required. Preparation of instructional materials will be assigned as needed. Technology will be used to enhance instruction and aid in tasks assigned.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

### Non-Essential Functions of this Job

Position Title: Paraeducator, Library Media II

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Sincerely interested in educating and working with young people. Ability to understand written and oral instructions, to speak and write coherently, to keep records and make simple reports, and to work cooperatively and act professionally with other school personnel and parents. Special abilities may be required for specialized paraprofessional positions. Working knowledge of programs used in library management, i.e. Destiny, AR, MarcMagician, etc. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Must be Highly Qualified. Graduation from an accredited high school or completion of GED. Sixty (60) or more credit hours or an Associate's degree or higher from an accredited school or a passing score on the Para Pro exam.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code: 0015

EEO5: 48

Approval Date: 2012-12-12

Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*