

LIBRARY INSTRUCTIONAL ASSISTANT

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Library Instructional Assistant	Full-Time 5 days/week (M-F) 8:00 a.m. to 4:00 p.m.	Until Filled	8/3/2021	Sidney City Longfellow Elementary School	Must hold, or have the ability to obtain, a valid ODE Educational Aide Permit with the Paraprofessional Designation.

If you have questions regarding the position and/or building assignment, please contact Craig Ludwig, Special Education Director at:

cludwig@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION

Title: **LIBRARY/MEDIA INSTRUCTIONAL ASSISTANT (K-4)** **File 504**
AND BUILDING TECHNOLOGY FACILITATOR

Reports to: Principal

Job Objectives: Maintains an orderly and functional library. Provides guidance and support to enable students and staff to use library/media resources. Maintains an environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events.

Minimum Qualifications:

- High school diploma or equivalent.
- Technology training and experience is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Provides documented evidence of a clear criminal record.
- Holds or is qualified to obtain an Educational Aide Permit.
- Keyboarding skills. Proficiency in the use and maintenance of computer equipment and peripherals and the willingness to acquire additional training.
- Experienced in the use of Windows95 and Microsoft Office.
- Availability to work a flexible schedule.
- Experience with library/media procedures and equipment is preferred.
- Ability to achieve proficiency using the Dewey Decimal System.
- Evidence of an interest in reading and education.
- Demonstrates maturity and the ability to work with students and staff.

Responsibilities and Essential Functions:

The following skills and duties are representative of performance expectations.
A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Oversees the orderly and functional operation of the circulation system. Supervises the distribution, retrieval, maintenance, and repair of equipment and materials.
- Maintains accurate records and inventories of library, media, and technology resources. Evaluates and recommends the repair or disposal of equipment.
- Helps select and purchase an assortment of age appropriate print and non-print materials (e.g., books, periodicals, equipment, etc.). Catalogs purchases. Introduces new materials to students and staff using notices, displays, exhibits, classes, bibliographies, etc.
- Consults with administrators and staff to evaluate library, media, and technology needs. Recommends additional technology resources and training needs (e.g., hardware, software, staff development, etc.). Provides documentation to facilitate the development of short and long range plans.
- Receives, installs, tests, and stores software. Ensures compliance with all licensing agreements. Promotes and monitors compliance with district policies and procedures.
- Assists teachers with the implementation of SuccessMaker and/or other software systems.
- Serves as the first contact for technology issues in the building. Identifies and corrects hardware and software problems. Assists with basic file management and backup operations.
- Provides orientation sessions to instruct staff and students in library/media services. Helps with the research and preparation of materials for teachers. Suggests materials and equipment that will enhance the educational process.
- Schedule regular classroom visits to the library/media center. Help students learn library skills. Uses reading and story telling activities with students to promote enthusiasm for literature and reading.
- Maintains effective communications with staff. Works with teachers to create lessons and assignments that encourage increased use of library/media resources. Supports and encourages participation in technological advancements. Develops common goals with teaching staff to

- improve student learning through effective use of technology.
- Prepares and presents special topics to classes when requested.
- Collects and reserves material for special classroom assignments.
- Works with community library/media centers. Processes interlibrary loans.
- Prepares bulletin boards and displays that provoke interest, enthusiasm, and curiosity about subjects, events, reading, and technology.
- Communicates high expectations for students and show an active interest in their progress. Maintains an environment conducive to sound learning and study habits. Addresses the unique learning needs or special interests of individual students.
- Keeps current with new technology. Instructs student groups in the use of library/media computers, software, printers, and peripherals (e.g., reference, research, word processing, etc.). Monitors Internet safeguards.
- Helps students and staff with the setup and use of media equipment (e.g., video, CD-ROM, audio-visual, etc.).
- Seeks assistance as needed to identify library/media resources that support the attainment of educational goals for students identified as having a disability. Provides opportunities for the inclusion of students with disabilities in their peer group when appropriate.
- Provides close supervision and take reasonable precautions to ensure student safety. Does not leave students unsupervised.
- Strives to develop rapport with students, staff, parents, and the public. Responds to requests and complaints promptly and tactfully. Is receptive to constructive suggestions. Respects the personal confidences and privacy needs of individuals.
- Reports evidence of suspected child abuse as required by law.
- Promotes the proper use and care of school property. Accounts for library/media resources used by staff and students. Collects fees and fines when authorized. Complies with established procedures to account for monies collected.
- Helps communicate school rules to students. Maintains high standards for student conduct. Upholds the student conduct code according to district policy. Protects the due process rights of students.
- Keeps the library/media centers orderly. Keeps books, periodicals, pamphlets, etc., properly shelved. Routinely checks equipment and materials. Performs preventive maintenance and cleaning of equipment. Mends books and makes minor equipment repairs. Discards outdated or worn materials. Prepares boxes and films to ensure safe shipping.
- Manages library/media communications (e.g., inquiries, mail, E-mail, announcements, news releases, questionnaires, catalogs, etc.). Circulates printouts of overdue books.
- Shares equally in the responsibility for authorized committee work and school activities.
- Helps with the preparation of the library/media centers at the beginning of the year. Properly stores equipment and supplies at the end of the school year.
- Seeks and uses community resources that enhance educational activities (e.g., parent volunteers, service groups, organizations, businesses, etc.).
- Encourages parent organizations and support student activities as time permits.
- Participates in staff meetings and professional growth activities as directed.
- Serves as a role model for students. Demonstrates personal integrity, responsibility, impartiality, respect, and courtesy.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrates professionalism and exemplary personal conduct.
- Skillfully manages individual, group, and organizational interactions.
- Uses interpersonal skills to promote a favorable image of the school district.
- Works cooperatively to support a successful team effort.
- Takes the initiative to identify, evaluate, and solve problems independently.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Organizes and manages time effectively. Reacts productively to interruptions and changing conditions.
- Intervenes to avert problem situations and resolve conflicts.
- Monitors budgets. Prepares and maintains financial records.

- Travel to meetings and work assignments.
- Lifts, carries, and/or moves library/media supplies and equipment.
- Assists students to take full advantage of the learning environment (e.g., access, position, use of adaptive equipment etc.).
- Performs activities that require stooping, kneeling, and/or crouching.
- Reads and interprets manuals, instructions, diagrams, etc.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the principal: schedules meaningful work assignments, provides instructions, and communicates expectations to assigned student helpers and volunteers.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student commotion.
- Duties may require extended time using a computer terminal and keyboard.
- Duties may require considerable paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.