



## OKANOGAN SCHOOL DISTRICT #105

**Celebrating the Past, Embracing the Present, Shaping the Future**

### **Library Paraeducator Job Description**

#### REQUIRED DUTIES:

Must perform routine library functions necessary to provide library services. These include but are not limited to...

- Operates computers and other library technologies with ease and must have a willingness to upgrade and learn new skills on a regular basis.
- Understands and applies basic library organization systems such as Dewey Decimal, subject headings and keywords.
- Circulation of books (check-in/check-out) using the automated computer system.
- Reshelf books and repair or discard damaged books.
- The library should be kept neat and orderly and have a good visual appearance.
- Assists students in routine use of library resources.
- With assistance from librarian and supervisor establish expectations and procedures for students and monitor their behavior.
- Must be organized, attend to detail, and perform tasks with a high degree of accuracy.
- Works independently and cooperatively with a good understanding of the function of the library and the responsibility of this job.
- Other tasks; duties as necessary to effectively operate the library program.

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