TITLE: **Para educator - Resource Center**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. (Applies to Title I schools only) Completed two (2) years of study at an institution of higher education; or
3. (Applies to Title I schools only) Obtained an Associate’s Degree (or higher); or
4. (Applies to Title I schools only) Met rigorous standard of quality and be able to demonstrated, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has the ability to read and follow written directions
6. Has experience working in a library setting
7. Has the ability to type at a skill level of 35 words per minute
8. Has specialized filing skills
9. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid
10. Has demonstrated the ability or potential to communicate and work effectively with students and staff

REPORTS TO: Executive Director Student Services

JOB GOAL: To organize Teacher Resource Center materials for effective use and is responsible for the selection, purchase, and care of resource center materials

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures and directions from supervisor related to job responsibilities
2. Successfully completes ***annually*** an in-service training program of at least twelve (12) hours
3. Evaluate, select, and acquire new materials
4. Supervise circulation system
5. Maintain circulation record
6. Process various materials on reserve
7. Issue overdue notices and follow-ups on overdue material
8. Maintain professional library
9. Maintain pamphlet library to include information for parents and teachers
10. Maintain professional catalog file
11. Maintain professional video library
12. Process materials including checking orders of new shipments; accession books and typing cards, pockets, labels and card catalog cards
13. Process equipment and prepare for circulation
14. Research specific subjects for teachers
15. Maintain equipment inventory
16. Type and disseminate listing of new materials and equipment to the schools
17. Make learning games and bulletin boards
18. Videotape television programs to be included in resource center
19. Prepare Teacher Resource Center for professional development Workshop
20. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
21. Perform other duties consistent with the position assigned as may be required by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 04)
* 6.5 hrs. per day
* 32.5 hrs. per wk.
* 180 days
* 9 ¼ months
* Board approved 1/9/2014, Revised 6/9/2016