

# Springfield Public Schools

## Elementary Library/Media Paraprofessional - (6.5 hpd 8:15am-3:15pm) Ridgeview Elementary (17/18-C013)

### JOB POSTING

---

#### Job Details

|                     |   |
|---------------------|---|
| <i>Title</i>        | <b>Elementary Library/Media Paraprofessional - (6.5 hpd 8:15am-3:15pm) Ridgeview Elementary</b>   |
| <i>Posting ID</i>   | <b>17/18-C013</b>   |
| <i>Description</i>  | <b>SPS Library Paraprofessional — Roles and Responsibilities</b><br>Springfield Public Schools seeks outstanding candidates for the position of part time Paraprofessional for the library/media center at Ridgeview Elementary School. Successful candidates will possess or be able to demonstrate the ability to acquire, with school/district guided assistance, the following qualifications that support our district vision “ <i>Every Student a Graduate Prepared for a Bright and Successful Future</i> ”:<br><br><b>Technology Skills</b> <ul style="list-style-type: none"><li>• Able to use a desktop computer, including logging on, navigating programs, creating, editing, saving, and printing documents, accessing email and the district intranet.</li><li>• Understands, can use, and is able to troubleshoot browser issues in a variety of browsers (e.g., Safari, Firefox, and Chrome).</li><li>• Is able to navigate the internet, complete searches, and can access online resources easily and efficiently.</li></ul> <b>Destiny Library Manager</b> <ul style="list-style-type: none"><li>• Log in, navigate, and be able to use <i>Destiny (School Library Management System)</i>.</li><li>• Search for and find paper and electronic resources.</li><li>• Check out/in books.</li><li>• Generate reports for checkouts, late/lost books, fines.</li><li>• Complete annual inventories.</li><li>• Obtain basic or “copy cataloging” information for newly acquired materials.</li><li>• Manage staff accounts for log in, resource list creation, and book review approval.</li></ul> <b>Library Management</b> <ul style="list-style-type: none"><li>• Manage students* and provide guidance in accessing library resources.</li><li>• Care for and manage books.</li><li>• Understand the Dewey Decimal system and library organization.</li><li>• Maintain properly shelved collection.</li><li>• Provide safe and confidential access to books.</li><li>• Implement instruction in Reading, Writing, and technology</li></ul> <i>*Managing students includes planning and implementing library activities, providing a positive learning environment, ensuring that students can knowledgeably access information.</i> |
| <i>Shift Type</i>   | <b>Part Time</b>  |
| <i>Salary Range</i> | <b>Range 7 / Hourly</b>   |
| <i>Location</i>     | <b>RIDGEVIEW ELEMENTARY SCHOOL</b>  |

#### Applications Accepted

|                   |                   |
|-------------------|-------------------|
| <i>Start Date</i> | <b>06/19/2017</b> |
| <i>End Date</i>   | <b>06/27/2017</b> |