

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Paraprofessional – Media Center		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Building Principal/ Designee
EDUCATION:	Associate’s Degree or higher, or the equivalent in college credits	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	180 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>This position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school’s literary collection. Must be highly qualified. Two years of study at an institution of higher education with the ability to provide transcripts showing 48 completed semester credits or 72 completed quarter credits, an Associate’s (or higher) degree, OR a passing score on the Praxis exam.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Assist students in making proper use of the media center equipment and also assisting students in locating reference and other instructional material.
2. Assure that the media center building materials and equipment are in working order and the ability to operate equipment and apparatus’ upon request, either in the media center, classrooms or other locations within the school.
3. Operation of the circulation desk and files and assume the responsibility of cataloging and filing learning and instructional materials. Must maintain accurate inventory of all library books and media equipment. Coordinate and distribute the schedule for the use of the media center and equipment.
4. Assist in preparing and maintaining of educational displays which reinforce important parts of the curriculum. Read to small groups of students upon request and when time allows.
5. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
6. Must maintain confidentiality when associated with the Klamath County School District.
7. Regular attendance is an essential function of this position.
8. Additional duties as assigned by Building Principal, teacher or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: 75 lbs.					

If required, lifts over 75 lbs. are performed with two or more people or lift devices.

CARRYING

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.		x			
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: 75 lbs.					
Distance: <u>50</u> ft. Type of Surface: (i.e. level, carpet, tile): carpet and tile					

ENVIRONMENT (WORK CONDITIONS)

Works Inside <u>98</u> % of the time / Works Outside <u>2</u> % of the time.
Temperature Extremes: Yes (playground duty)
Works on or around moving machinery or mechanical parts: Yes (Laminator)

OTHER PHYSICAL DEMANDS

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist			x		
Crouch/Squat				x	
Kneel				x	
Crawl		x			
Walk-Level Surface					x
Walk-Uneven Surface		x			
Climb Steps		x			
Climb Ladder		x			
Work at Heights		x			
Reach at or Above Shoulder		x			
Reach Below Shoulder					x
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing				x	

Operate Foot Controls	x				
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ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			x				
Standing					x		
Walking					x		
Change Positions			x				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature _____ Date _____