

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Library Education Support Professional

Responsibility:

The Library Education Support Professional is directly responsible to the Building Principal and/or Associate Principal and/or Assistant Principal and/or Dean

Qualifications:

1. Have obtained an associate (or higher) degree, or
 - a. Have at least two years of post-secondary education that is equivalent to at least 48 credit hours from an accredited higher education institution, or
 - b. Have met a rigorous standard on one of the formal Massachusetts-endorsed Assessments: Parapro or WorkKeys
2. Competent with computers, physical and digital filing and typing and Google Suite
3. Professionalism, discretion and ability to work with minimal supervision

General Duties:

The Library Education Support Professional supports and carries out responsibilities determined by the Building Administrator to meet the needs of the school. The Library Education Support Professional is directly involved with management and upkeep of the school library. The Library ESP may assist staff and students with catalog and subscription databases and supervise students during classroom library visits. The Library ESP may also support the library/media specialist. The Library ESP understands boundaries and diplomacy with colleagues, families and community members and communicates information for or from parents/guardians to the Building Administrator(s).

Specific Duties:

1. Schedule class visits and maintain student attendance.
2. Assist in any book fairs held at the school and assist in preparation of bulletin boards
3. Check materials in and out of library
4. Review collection, process discarded materials, repair/reshelve books and library resources
5. Process periodicals, maintain library collections and supplies
6. Follow procedures to maintain accurate records in collection of overdue materials
7. Train library volunteers and maintain a schedule for and delegate tasks to volunteers
8. Any other duties as assigned by the Building Administrator(s)

Other Skills and Abilities Required:

- Ability to be self-motivated and work with minimal supervision
- Collaboration, organizational and problem solving skills
- Strong attention to detail and ability to multitask

- Excellent verbal and written communication skills
- Ability to operate computers, use Google Suite, and other required programs
- Ability to exercise patience, tact and good judgment
- Ability to identify sensitive information and maintain confidentiality
- Ability to succeed in complex and changing environment
- Model appropriate tasks, skills and behaviors for students
- Establish and maintain effective working relationships with students, staff and the school community

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds. At times may need to use physical guidance to assist students. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate to loud. There are often multiple adults engaging with students within the same environment. The employee is required to regularly interact with the students, staff and the public. May be required to work in the following environmental conditions: dusty, cold, hot, indoor and outdoor.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Non-Exempt.

Terms of Employment:

184 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit D Contract. Employment based on successful completion of a CORI background check.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.