

JOB POSTING – LIBRARY PARAPROFESSIONAL

Start date: 2026 School Year | Work hours: 7.5 hours/day | Monday thru Thursday
Wage per Classified Wage Scale

REPORTS TO AND EVALUATED BY: Building Administrator

EDUCATION:

- High school diploma or GED, preference may be given to applicants with experience and/or college education
- Preference may be given to applicants with library experience or knowledge and/or college education
- Upon hire the candidate must have 60 credits or pass PRAXIS to satisfy Highly Qualified Requirement

SKILLS REQUIRED:

- Ability to read, write, and comprehend simple instructions, short correspondence, and memos
- Ability to effectively present information in one-on-one and small group situations
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Communicate clearly and concisely, both orally and in writing
- Have strong organizational skills and must have experience using multiple computer software programs
- Have excellent public relation skills and ability to work with all staff members

PERFORMANCE RESPONSIBILITIES:

- Help create a library class schedule for the school instructional year
- Check books in and out or train teachers or parent volunteers to perform task
- Maintain bookkeeping functions regarding overdue books, fines, and notices of fines
- Inventory all books annually
- Track library budget for books and supplies, and place majority of orders by February of each year
- Catalog and label books as needed using Dewey Decimal Classification System
- Perform other duties as assigned

Any BCSD staff interested in transferring to this position should submit a "Request for Transfer" form to the District Administration Office on or before 08/17/2026 Posting Date: 08/10/2026

Boundary County School District #101 does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientations, or disability in its program, activities, and employment practices.