

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

- Title:** **AIDE (LIBRARY, OFFICE, PLAYGROUND, STUDY HALL, ETC).** **File 501**
- Reports to:** Principal and Library/Media Specialist
- Job Objective:** Provides support services for assigned programs and/or services.
- Minimum Qualifications:**
- High school diploma or GED.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Valid state department of education permit appropriate for the assignment.
 - Self-directed, congenial disposition, and strong diplomacy skills.
 - Proficiency using the Dewey Decimal System.
 - Commitment to keeping current with technological advances.
 - Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.
- Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

General Duties

- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Keeps the principal and teacher informed about persistent behavior problems.
- Maintains accurate records and submits reports on time.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains a positive learning environment.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Participates in staff meetings, conferences, and other required school activities.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Library Duties

- Assists with activities that enhance staff and student use of resource materials and equipment.
- Catalogs materials to facilitate effective retrieval by student and staff. Maintains an orderly and functional circulation system. Processes loans. Prepares overdue notices.
- Keeps books, periodicals, pamphlets, etc., properly shelved. Assists with inventory activities.
- Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books/periodicals and makes minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.
- Provides regular student orientation sessions. Works with staff to improve student learning through the effective use of library/media resources.
- Helps staff select and locate multi-media materials. Prepare materials for teachers.

- Collects and reserves material for classroom assignments when requested.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Uses story sharing activities to promote enthusiasm for reading.
- Prepares and presents special topics to classes when requested.
- Helps patrons use library/media computers, peripherals, and equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Trains teacher assistants how to operate audio-visual equipment.
- Keeps current with library/media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Complies with district procedures to account for the collection of authorized student fees and fines.

Office Duties

- Checks for assignments. Carefully follows directions. Seeks advice when expectations are unclear.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Types routine school documents. Duplicates and collates materials. Helps prepare special mailings.
- Helps maintain an orderly office. Keeps materials properly filed.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes.
- Receives deliveries and notifies recipients about the arrival of packages. Stores and inventories office supplies as directed.
- Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed.
- Assists student helpers in the performance of their duties.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid and administers student medications when a school nurse is not available.
- Locates students as requested. Processes homework requests for absent students.
- Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.

Playground Duties

- Encourages social interactions among students. Recognizes that students opportunities to quietly pursue personal interests. Communicates playground and indoor recess rules. Emphasizes fair play and courtesy. Mediates impasses.
- Patrols the recreation area to maintain visibility and student contact. Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Directs visitors to the office.
- Monitors and initiates action to protect students during adverse weather conditions.
- Stores equipment and helps keep the recreation area orderly.
- Reports unsafe conditions to the principal and/or appropriate staff (e.g., broken equipment, hazardous tree limbs, damaged pavement, standing water, ice, etc.).
- Documents all injuries that require medical attention.

Study Hall Duties

- Determines seat assignments. Takes attendance. Upholds study hall rules.
- Prohibits other students from loitering near the room entrance.
- Controls student access to lockers, toilet rooms, etc.
- Authenticates student requests to go to the library, guidance office, meet with teachers, etc. Keeps track of the location of each student assigned to the study hall.
- Ensures that students have books and classroom assignments. Helps students with questions.
- Complies with district procedures to account for the collection of authorized student fees and fines.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SCHOOL NURSE	File 502
Reports to:	Principal	
Job Objective:	Administers a comprehensive health service program that helps students achieve maximum benefit from the educational program. <i>Note:</i> The diagnosis/treatment of individuals beyond the evaluation of symptoms and administering emergency first aid is prohibited. Guardians are encouraged to take students with health concerns to a licensed medical provider for services.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid state nursing license/certificate appropriate for the position.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Extensive knowledge of normal growth and development. Ability to access pharmacology information and community health resources appropriate to the needs of students.• Training and/or experience in behavioral management techniques.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Facilitates the effective planning, delivery, and ongoing improvement of program services.• Helps ensure that district policies/procedures support non-biased assessment/planning activities.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Consults with district staff to identify ongoing/emerging health service needs of students.• Helps identify safety and health hazards. Recommends policy and administrative procedure revisions based upon professional guidelines and standards.• Serves as the district's safety director and blood-borne pathogen compliance officer. Assists with the provision of staff training pertaining to health and safety issues.• Prepares the clinic/treatment area. Requisitions supplies. Sets up equipment. Develops and implements procedures to ensure that all medicines are stored safely.• Consults with staff to facilitate the early identification of health risks.• Provides assistance to sick and injured students. Administers first aid. Investigates and documents injuries. Ensure the accuracy of records.• Reviews medical emergency authorization forms. Ensures that permission forms are on file as needed for the release of health information. Communicates information to staff when required.• Ensures that all required state minimum student health screening activities are completed.• Ensures that the immunization status of all students complies with state law.• Makes students exclusion or readmission recommendations.• Evaluates suspected visual, hearing, or other student health concerns.• Assesses student health conditions and develops nursing care plans. Coordinates in-service training for staff providing care for students with special medical needs.• Helps students monitor and manage acute/chronic medical conditions as needed.• Communicates expectations, provides guidance, and shows an active interest in student progress.• Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.• Collaborates with other staff. Shares knowledge and resources that enhance student learning.• Supports grade-level curriculum implementation activities. Makes health/wellness presentations when requested.• Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps parents/students understand academic and behavioral objectives.• Consults with staff and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.). Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.	

- Serves as a resource for drug prevention awareness and intervention activities.
- Helps intervention assistance team (IAT) members prepare plans for eligible students. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities as directed.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TECHNOLOGY ASSISTANT	File 503
Reports to:	Technology Coordinator	
Job Objective:	Provides technical expertise and manual skill in the installation, servicing, and repair of the district's technology equipment.	
Minimum Qualifications:	<ul style="list-style-type: none">• Strong technical skills as evidenced by an associate degree and/or equivalent combination of computer training/work experience. Bachelor's degree is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Strong diplomacy skills. Ability to work with a wide range of end-user interest and skill levels.• Available to work irregular hours and/or a non-traditional schedule.• Experience in LAN/WAN connectivity and the installation, maintenance, and repair of computer hardware and software.• Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.• Commitment to keeping current with technological advances.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Oversees the preservation of district's technology equipment. Develops rules and procedures that promote the proper use, care, and security of equipment. Works with building staff to address equipment security.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Receives, inspects, and tests equipment and software. Notifies staff about new acquisitions. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).• Installs network wiring and connections (e.g., servers, hubs, routers, etc.).• Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local and wide area networks (LAN/WAN).• Performs preventive maintenance and routine cleaning of equipment. Repairs equipment. Keeps work areas orderly. Maintains repair records.• Keeps the technology coordinator informed about work progress. Avoids disrupting building activities except during emergencies.• Works with the district technology coordinator to schedule repairs by outside vendors. Ensures that program equipment is operational and available when needed.• Requests permission and follows board-approved procedures for the disposal of fixed assets.• Manages the district's help desk. Addresses equipment/performance problems (e.g., trouble shoots technology equipment/software, cable connections, re-sets switches, etc.).• Provides technical support to help students and staff use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.• Establishes and manages user accounts. Disables accounts and associated files at the end of the school year.• Maintains accurate records and submits reports on time.• Works with teachers to explore adaptations that will enhance classroom activities.• Assists with the development and maintenance of the district's web site.• Work with the technology committee to update the district's technology plan. Helps prepare competitive bid specifications.• Assists with the preparation of foundation/grant proposals as directed.• Arranges software demonstrations. Notifies staff about new acquisitions.	

- Provide individual and small group opportunities for training and problem solving.
- Works with supervisors to help staff improve proficiency with technology resources. Helps plan and present in-service programs.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	VOLUNTEER	File 504
Reports to:	Building Principal and assigned supervisor	
Job Objective:	Performs assigned duties as requested. <i>Note:</i> Volunteer assignments are non-binding. Services rendered must comply with all legal mandates, board policies, and contractual agreements adopted. Duties may be modified or discontinued without prior notice to address changing district needs.	
Minimum Qualifications:	<ul style="list-style-type: none">• Congenial disposition and able to learn required skills for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Ability to comply with prearranged schedules.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks with the assigned supervisor to verify duties. Receives instructions and Carefully follows directions. Consults with the supervisor as needed to clarify expectations and/or address concerns.• Complies with the requirements of the school calendar and the program/service assignment. Provides advance notice when scheduling problems are anticipated.• Collaborates with the assigned supervisor to identify personal performance objectives. Works toward mastery of specific competencies and participates in self-evaluation activities to monitor progress and achievements.• Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Represents the district in public only as directed by the building principal.• Performs clerical and record keeping duties as directed.• Receives, sorts, and counts money for program activities only under direct supervision.• Complies with personal hygiene rules and standard sanitation procedures.• Learns the proper operating procedure for all equipment associated with the assignment. Promptly reports all personal injuries.• Promotes the proper use, care, and security of school property. Properly stores all supplies, materials, and equipment used during assignments.• Respects personal privacy. Maintains the confidentiality of privileged information.• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.• Helps students with disabilities participate in group activities as directed.• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.• Maintains high standards for student conduct. Reports discipline problems. Addresses student behavior concerns only as directed by the assigned supervisor.• Reports suspected child abuse and/or neglect to civil authorities as required by law.• Participates in staff meetings and professional growth opportunities as directed.• Strives to develop rapport and serves as a positive role model for others.• Maintains a professional appearance. Wears work attire appropriate for the position.• Performs other duties related to the volunteer assignment as directed.	
Abilities Required:	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Demonstrates professionalism and contributes to a positive work environment.• Acknowledges personal responsibility for decisions and conduct.• Performs prescribed activities efficiently with limited supervision.• Reacts productively to interruptions and changing conditions.	

- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **RESOURCE SPECIALIST/AIDE**

File 505

Reports to: Principal

Job Objective: Promotes the effective use of library/media resources. Provides support services for assigned programs and/or services.

Minimum · Associates Degree preferred.

- Qualifications:** · Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
· A record free of criminal violations that would prohibit public school employment.
· Complies with drug-free workplace rules and board policies.
· Keeps current with technology and other workplace innovations that support job functions.
· Ability to interpret, apply, and communicate technical information.
· Ability and commitment to keep current with innovations in the library/media field.
· Valid state department of education permit appropriate for the assignment.
· Self-directed, congenial disposition, and strong diplomacy skills.
· Proficiency using the Dewey Decimal System.
· Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Facilitates the effective planning, delivery, and ongoing improvement of library/media services.
- Develops budget recommendations. Administers the board-approved program budget. Complies with district procedures to account for the collection of authorized student fees and fines.
- Keeps current with library/media resources available in the community.
- Develops short/long-range program plans to update the library/media collection.
- Maintains an orderly and functional circulation system. Catalogs materials. Keeps books, periodicals, etc., properly shelved.
- Mends books. Makes minor equipment repairs. Follows board-adopted procedures to discard outdated, nonfunctional, or damaged equipment and materials.
- Helps patrons understand and comply with copyright and intellectual property laws.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.) and stimulate interest in life-long learning.
- Provides programs that enhance student reading and research skills. Collects and reserves material for classroom assignments when requested.
- Assists with the Accelerated Reading Program (load tests, order books, etc.)
- Helps students take full advantage of the learning environment (e.g., computers, peripherals, CD-ROMs, audio tapes, access/proximity to activities, etc.).
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- *Averts problem situations and intervenes to resolve conflicts.*
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation:

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