

McDowell County Schools

Job Description

POSITION: Library Literacy Assistant

REPORTS TO: Site Principal

DEPARTMENT: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: No more than 3.5 hours four days per week

COMPENSATION: Minimum wage not to exceed \$8000.00 for the school year. Position does not include any benefits of retirement, personal leave, medical, life, optical or dental insurance, seniority rights, reemployment rights, or any other related benefits.

JOB SUMMARY: Personnel contributing to the success of the school/LEA by providing comprehensive parent/family literacy involvement program built around supporting the academic success of ALL students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support effective parent/family literacy involvement practices.
- Collaborative with other initiatives (Title I, Special Education) in the attendance area.
- Provide ongoing literacy activities that reinforce the importance of providing academic support in the home environment.
- Maintain detailed records of parent/family literacy involvement activities.
- Provide monthly data reports.
- Maintain regular contact with direct supervisor on a weekly basis.
- Follow school/LEA policies and procedures.
- Plan and schedule future activities with educators and parents.
- Gather community, business, and service agency information.
- Assist with all aspects of library circulation and managing library tasks.
- Submit appropriate reports to the McDowell County Parent Educator Coordinator.
- Attend training sessions related to the position of library/literacy assistant.

QUALIFICATION REQUIREMENTS:

- Must hold high school diploma or equivalent.
- Hold or be able to obtain Adult Permit in Parent Education
- Must have the ability to work cooperatively with school personnel, students, and parents.
- Must have good oral and written communication skills.
- Must have the competency necessary to perform assigned duties and responsibilities.
- Must successfully meet health qualifications required for school personnel.
- Prior experience as a parent assistant is preferred.
- Prior experience working with school age children is preferred.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX

November 2007
June 2010
July 2011
July 2012

Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

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