

Approved Guidelines for Determination of Paraprofessional Level of Certification

These guidelines are provided to Kentucky Public Library Directors and other staff appointed by the Directors in order to determine a staff member's appropriate level of Paraprofessional certification.

Paraprofessional I:

The core job functions at the Paraprofessional I level include:

- Supervising of other public library staff members
- Making decisions regarding library policy, procedures, and processes
- Managing a department, branch or bookmobile

Required to have at least the Paraprofessional I are FT/PT Assistant Directors, Branch/Department Heads, and Managers/Supervisors.

Suggested to have the Paraprofessional I are bookmobile staff whose core job functions may include: the authority to make decisions on library policies or operations without prior approval, create and present programming to adults and children, provide reference service, and select resources for the library collection.

Paraprofessional II:

The core job functions at the Paraprofessional II level involve full-time, non-supervisory staff that provide a variety of public library services. Examples of core job functions include:

- Developing and implementing programming
- Providing in-depth reference service
- Coordinating with various library service points and patrons
- Overseeing outreach efforts and providing outreach to individuals and community groups
- Reviewing and selecting resources for the library collection
- Cataloging library resources in order to make them discoverable to patrons
- Providing assistance with developing library budgets, policies, etc.

Suggested job positions for the Paraprofessional II certification level are:

- Youth Services Librarian
- Reference Librarian
- Library/Program Coordinator
- Adult Services Librarian
- Programming Librarian
- Cataloger
- Collection Development Librarian
- Outreach Librarian
- Genealogy/Local History Librarian

Paraprofessional III:

The core job functions at the Paraprofessional III level involve full-time, non-supervisory staff that provide a variety of public library services at a level slightly below the Paraprofessional II. Examples of core job functions include:

- Assisting with daily operations of the library
- Providing assistance with reference, programming, classes, events, and collections
- Assisting customers in the use of the library
- Providing circulation services

Suggested job positions for the Paraprofessional III certification level are:

- Circulation Clerks, Assistants, Specialists, etc.
- Technical Services/Cataloging/ILL Clerks, Assistants, etc.
- Library Assistants in Reference, Adult Services, Youth Services, Computer Lab/Makerspace, Programming, etc.