

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

TITLE:	Media Services Paraprofessional
QUALIFICATIONS:	Current Illinois State Board of Education Educator License with Stipulations (ELS)/Paraprofessional Educator endorsement or Professional Educators License (PEL) Knowledge of computers and applicable programs Possesses the ability to work and communicate effectively with students, staff, and administration Willingness and ability to foster a positive, student-teacher rapport Previous library and/or audiovisual technical experience preferred Ability to push/pull up to 100 pounds and lift 40 pounds
REPORT TO:	Media Information Specialist/Assistant Principal
EMPLOYMENT STATUS:	10-month paraprofessional; FLSA: Non-Exempt
JOB GOAL:	To help maintain a positive learning environment in the media center while assisting students, staff, and administration

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the media specialist and other media center staff.
2. Provide support to students and faculty to facilitate and promote academic success.
3. Process media materials and periodicals.
4. Assist in circulation desk operations and statistics.
5. Maintain schedule for equitable use of the media center by classes, students, and staff.
6. Assist in supervision of students and student aides.
7. Provide audiovisual equipment to faculty and students as requested.
8. Assist with special projects in departments as directed.

10. Assist staff and students with district technology needs (printing, apps, etc.)
11. Monitor student attendance and behavior during study halls or other tutoring sessions.
12. Maintain and monitor general organization of the media center including book displays and other decorations.
13. Participate in district-sponsored professional development and other professional development as directed by the media specialist or administration.
14. Perform other related duties as assigned by supervisor.

EVALUATION: Performance of this position will be evaluated yearly in accordance with provisions of the Board of Education policy.

ajc/sr 02/15.2018