

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122**

**Job Description
Library Media Center Teaching Assistant**

Purpose:

The job of the Library Media Center Teaching Assistant was established for the purpose(s) of maintaining the library collections at school sites; assisting students and teachers utilizing library resources; performing clerical functions related to processing, circulation, maintenance and inventory of library materials; supporting students on the proper use of the library resources. Employees in this classification may receive a variety of additional assignments, such as lunchroom, playground, bus duty, etc.

Essential Functions:

- Supports classes and/or activities in a variety of formats (e.g. reading, reading incentive programs, etc.) for the purpose of promoting the use and enjoyment of literature.
- Assists the director in preparing for lessons (e.g. including setting up technology, copying student resources, and assisting in saving or exporting student products, etc.)
- Assists the director as needed during LMC instruction.
- Evaluates books and/or periodicals, with guidance from the Library Media Specialist, for withdrawal from the collection, recommending items to be weeded for the purpose of assisting in the management of the collection.
- Assists in shelving and maintaining the order of library materials and related instructional materials
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Oversees student aides and/or adult volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Participates in meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform LMC functions.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation reports, manages overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Assists in processing of library books, periodicals, and related media materials (e.g. barcoding, shelving, etc.) for the purpose of providing students and staff with required materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, digital resources, book recommendations, status of overdue books, etc.) for the purpose of providing information and/or direction as required.
- Assists staff, students, and volunteers on the location and access of library resources (i.e. online catalog, location of books and periodicals, etc.) for the purpose of promoting independent use of the library.

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- Utilizes a customer service attitude and positive interpersonal skills to resolve problems and provide information as requested for the purpose of an effectively functioning Library Media Center.
- Helps to maintain an attractive and inviting school library media center environment including preparing bulletin boards and book displays.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Library Media Center.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent job related software applications; and preparing and maintaining accurate records.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; concepts of grammar and punctuation; and interpersonal skills using tact, patience, and courtesy.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups, working as part of a team; adapting to changing work priorities; working with frequent interruptions; attention to detail; preparing and maintaining accurate records; and using tact, patience and courtesy to provide a customer service atmosphere in the Library Media Center.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. This job is performed in a generally clean and healthy indoor environment with work inside about 90% of the time and work outside about 10% of the work schedule.

Performance Responsibilities:

- Assists students and staff in locating and using library materials
- Assists teachers, students, and volunteers in the use of the online library catalog and databases
- Assists students in learning basic library skills
- Communicates, collaborates and cooperates with colleagues, supervisors, students and volunteers
- Assists with the management and circulation of library media program materials
- Assists with processing of new books, periodicals, and nonprint material
- Assists with annual inventories and withdrawal of materials
- Repairs books and periodicals as needed
- Assists in training of library media center volunteers

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- Assists with setup/take down for class lessons, makes copies
- Assists with activities for special projects such as philanthropy projects, author/special speaker visits, all incentive and summer reading programs, etc.
- Helps to maintain an attractive and inviting school library media center environment including preparing bulletin boards and book displays
- Promotes a positive relationship with students, staff, parents and volunteers
- Participates in all meetings, training programs, and in-service sessions as assigned by the building or district administrator
- Performs such other duties as may be directed by the building or district administrator

Education and/or Experience:

- Valid Illinois Paraprofessional Approval
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint, Google Suite applications
- Use of computers and iPads

FLSA Status: Non-Exempt

Employee Group: TCARN

Work Year: 10 month work calendar

Reports to:

Accountable to the building administrator for attendance, work schedule, and performance review. Accountable to the LMC teacher for assignment of library duties and job performance.