

DEPARTMENT OF HUMAN RESOURCES

Wilmette Public Schools

Library Media Center Paraprofessional

Primary Function

To assist the Library Information Specialist (LIS) teacher in providing a well-organized, safe, smoothly functioning resource center.

Organizational Relationships

The Library Media Center (LMC) Paraprofessional receives guidance from the classroom teacher and reports to the building administration.

Qualifications

- Hold a valid State of Illinois teaching certificate (preferred), substitute certificate or NCLB Paraprofessional Approval
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and position students weighing up to 50 pounds using proper 1-man lift techniques
- Ability to lift and position students weighing more than 50 pounds using proper 2-man lift techniques
- Ability to speak, write, read and understand English
- Ability to participate in District 39 approved behavior management procedures, Crisis Prevention Institute training (CPI) and to apply training in crisis situations including student restraints as needed
- Proficiency with various computer hardware, software and related devices
- Ability to lift and move equipment weighing up to 25 pounds

Performance Responsibilities

1. Assist Library Information Specialist (LIS) during classroom instruction
2. Assist students during Library Media Center class instruction under supervision of LIS
3. Open and close library and secure library equipment
4. Locate materials for patrons
5. Acquire, catalog, and maintain collections of audiovisual materials
6. Handle interlibrary loan requests
7. Reserve, circulate, renew and discharge library materials
8. Answer routine inquiries and refer patrons in need of librarian's assistance
9. Maintain records of library items
10. Perform clerical activities
11. Process new materials
12. Catalog and sort books and other materials according to procedure, and return them to shelves, files, or other designated storage area
13. Provide assistance to the librarian in the maintenance of the library collection
14. Review automatically generated reports by the library circulation system for accuracy before sending out notices

15. Repair damaged books and equipment
16. Prepare purchase orders, collect lost book fees, record fees and expenses
17. Set up, adjust, install and operate multimedia equipment for meetings, events, and classes
18. Perform maintenance tasks such as cleaning monitors, changing and charging batteries
19. Install, adjust, and operate electronic equipment to record, edit and transmit movies or multimedia presentations
20. Supervise students as assigned during arrival to and dismissal from school
21. Assist with supervision of students, including during emergency drills, assemblies, recess, lunch, and field trips, as assigned
22. Maintain a high level of ethical behavior and confidentiality of information about students
23. Perform other duties as assigned by building administration

Terms of Employment

184 days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance will be evaluated in accordance with the Support Council Agreement.