



LIBRARY PARAPROFESSIONAL

QUALIFICATIONS:

- Paraprofessional licensure from ISBE

REPORTS TO:

- Building Principal

JOB SUMMARY:

- Under the supervision of a certified Media Specialist, the Library Paraprofessional will provide assistance in the library or classroom and in related activities.

PERFORMANCE RESPONSIBILITIES:

1. Assists in instruction as directed, planned and initiated by the Media Center Specialist
2. Cards and shelves books and library materials
3. Electronically checks out books, sorts and files cards, enters data for the library automation system
4. Processes books and materials under the direction of the Media Specialist
5. Assists in the preparation of instructional materials such as audio-visual aids, computers, bulletin board displays, experiments, handout materials and other material in support of the instructional program
6. Assists teachers and students with use of the media center
7. Performs related duties as assigned for which teacher certification is not required

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.