

Joliet Township High School District 204

Position Title: Paraprofessional: Library Technical Assistant

Qualifications:

1. Valid Illinois Professional Educator License with Stipulations: Paraprofessional (PLS-Paraprofessional)
2. Related experience to performance responsibilities
3. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Assistant Principal

Job Goal: To provide library assistance in an effort to facilitate the educational progress and growth of students in support of the department and JTHS.

Performance Responsibilities

PLANNING AND PREPARATION

- Prepare computers for student and teacher use as required; power up and shut down all library computers.
- Report concerns regarding technology equipment to appropriate staff in a timely manner.
- Operate and maintain the computerized circulation system including material check-in/check-out, processing overdue fines, entering new titles, placing hold requests for students and staff, and processing inter-library materials.
- Supervise study hall sign up in a.m. and checks in study hall students at the beginning of each period. Send duplicated attendance sheets to attendance office after roll is taken each period.
- Process materials (bar code, stamp, label, mount, laminate and cover as appropriate).
- Work with student library volunteers.
- Maintain and operate the library copy machine.
- Help shelve books and keep shelves in good order.
- Assist in the construction and/or assembling of bulletin boards or other room displays.
- Repair print materials.
- Check-in students entering the library on passes by confirming that they have a legitimate pass and scanning student into the library lobby track system.
- Process sales of materials including earbuds and flash drives to students and staff.

SCHOOL ENVIRONMENT

- Effectively assist in efforts to prevent tampering, damage or other misuse of computers by students.
- Model, prompt, and reinforce appropriate social behaviors.
- Facilitate appropriate social interaction among students.
- Supervise classes or small groups, reinforcing appropriate behaviors.
- Supervise study halls, advisory, and students on passes; monitor students and enforce library and computer usage rules.

INSTRUCTION

- Assist students in finding research materials.
- Supervise students taking reading counts quizzes.
- Assist with inputting data and running reports for the computerized reading program, Reading Counts.
- Assist faculty and students in production activities: copying, laminating, and poster making.
- Answer questions or provide assistance to students and staff as requested.
- Help students implement organization skills.
- Supervise or assist students using computers and technology tools.

PROFESSIONAL RESPONSIBILITIES:

- Establish a positive rapport with students, staff, and families.

- Consult or meet with teachers or other professionals as scheduled or directed.
- Participate in meetings by contributing information, ideas, and assistance related to student performance.
- Engage in positive solution finding steps to resolve areas of concern.
- Assist teachers in communication with families regarding overdue materials and/or fines if and when directed.
- Consult with teacher or other direct supervisor about areas of concern.
- Request direction, instruction, or guidance for new or unfamiliar tasks.
- Refer questions from families or community to the appropriate channels.
- Respect the legal and human rights of students, their families and school staff.
- Communicate information to the appropriate personnel in a timely manner.
- Maintain confidentiality of all information about students, families, etc.
- Carry out assigned duties responsibly and in a timely manner.
- Be prompt and regular in attendance.
- Abide by school district/building policies, rules and team standards in all areas.
- Maintain your composure and emotional stability while working with students and staff.
- Work cooperatively with team members.
- Be flexible, willing to listen, experiment and make changes when needed.
- Participate in professional development and school improvement activities in order to maintain professional growth.
- Demonstrate the ability to perform physical tasks associated with job.
- Demonstrate the ability to perform activities that utilize the necessary technology tools available including web-based systems (e.g. check email, complete work orders, etc.).
- Interpret and translate if bilingual and when available.
- Perform other duties as assigned by supervisor or teacher.

Terms of Employment: Annual (10) month contract

Salary: Salary to be determined in accordance with the Paraprofessional Agreement.

Evaluation: Performance on job responsibilities will be evaluated annually by the supervisor in accordance with Board policy and the Collective Bargaining Agreement.

02/11/2013