



CARY SCHOOL DISTRICT 26  
JOB DESCRIPTION  
**LIBRARY PARAPROFESSIONAL**

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**Reports To:** Building Principal

**Supervises:** N/A

**Position Summary:**

The School Paraprofessional supports teachers and students in the classroom by providing instructional assistance, behavior management, and one-on-one or small group support. This role is essential in fostering a positive and inclusive learning environment and ensuring students' individual educational needs are met. The ideal candidate is patient, adaptable, and committed to student success.

**Qualifications:**

- Paraprofessional license through the State of Illinois is required
- 2 Years of experience working with school-aged children is preferred

**Responsibilities Include:**

- Assist classroom teachers in delivering instructional activities and lesson plans.
- Provide one-on-one or small group support to students who need additional help.
- Support students with special needs by following individualized education plans (IEPs).
- Help manage classroom behavior and reinforce positive behavior strategies.
- Prepare instructional materials and classroom resources as directed by the teacher.
- Supervise students in various settings, including the classroom, cafeteria, and playground.
- Monitor and track student progress, providing feedback to the teacher.
- Foster a safe, respectful, and inclusive classroom environment.
- Collaborate with teachers, administrators, and support staff to meet student needs.
- Participate in training and professional development opportunities.
- Assists in the preparation of projects with assembling or organizing materials and supplies.
- Perform other duties or tasks as assigned by the supervising teacher or building principal.

**Additional Responsibilities for Library Paraprofessional**

- **Library Operations and Student Support**
- Assist students and staff in locating books, reference materials, and instructional resources.



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- Support students in selecting appropriate reading materials based on interest, reading level, and assignment needs.
- Assist during library lessons, research activities, and classroom-related projects.
- Pull, organize, and distribute teacher-requested materials.
- Support library events and projects, including book fairs, displays, and special assignments.
- **Circulation and Collection Management**
- Check library materials in and out during scheduled classes and open checkout periods.
- Shelve, organize, and maintain library materials to ensure an orderly and accessible collection.
- Run overdue, lost book, and inventory reports; maintain circulation records.
- Receive, process, label, catalog, and prepare new books and materials for circulation.
- Inspect returned materials for damage, complete minor repairs, and assist with discarding materials according to district procedures.
- Maintain student records and collection data within the library management system.
- **Learning Environment and Library Supervision**
- Assist in maintaining a welcoming, organized, and functional library environment.
- Monitor student behavior and support appropriate conduct in the library.
- Manage the library independently when the library media specialist is assigned elsewhere.
- Assist with creating displays, rotating featured materials, and supporting reading promotion activities.
- **In-School Suspension (ISS) Supervision**
- Supervise students assigned to ISS and maintain a structured learning environment.
- Ensure students have instructional materials, remain engaged in assigned work, and follow behavioral expectations.
- Coordinate with teachers and staff regarding assignments, materials, and student needs.
- Supervise breaks, lunch, attendance, dismissal, and document student participation or concerns.
- Report incidents or concerns to administration as needed.

**Skills:**

- Strong communication and interpersonal skills.
- Patience, empathy, and the ability to work well with diverse student populations.
- Basic knowledge of classroom management techniques and instructional strategies.



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- Ability to follow directions and collaborate effectively with teachers and staff.
- May require some physical demands depending upon the needs of students
- Mental alertness is required to deal with constantly changing demands of student situations

**Physical Requirements**

- Ability to lift up to 20 pounds in order to unpack and/or sort books
- Ability to frequently walk, squat, bend, stand, and reach in order to shelve books
- Ability to push or pull book carts exceeding 50 pounds

**TERMS OF EMPLOYMENT:**

This is a 10 Month – 179 Day position. Salary and benefits as established by the Board of Education.

**JOB DESCRIPTION CREATION / REVISION DATE:**

3/20/2026