

*Central CUSD 301*  
*Job Description*

**Job Title: Para-Professional Library Aide**

**Department:** Support Staff

**Reports To:** Building Principal, Assistant Principal

**FLSA Status:** Exempt

**Prepared By:** Esther Mongan

**Prepared Date:** Spring 2015

**Approved By:** Superintendent

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**Function:** Develop, facilitate and monitor an effective library/media center program that provides intellectual and physical access to information and materials to assist effective instruction. Individual will collaborate with certified educators to procure, manage and utilize instructional and physical resources to create an environment that promotes the joy of reading and research.

**Qualifications**

- Meets current district employment standards and is familiar with the Illinois State Board of Education Standards
- Para-professional license through the Illinois State Board of Education
- Oral and written communication, interpersonal, public relations, organizational and classroom management skills
- Basic knowledge of library database and library database language
- Basic computer use, including word processing and spreadsheet programs such as Microsoft Office and Google Apps for Education
- Must pass a fingerprint-based criminal background check
- Must pass a pre-employment physical

**Responsibilities:**

- Present, demonstrate and instruct lessons for students/classes that are aligned to local, state and national standards
- Assist students and staff members in locating and using information resources including materials in print, electronic and computer-based media
- Plan curricular and information literacy lessons independently and collaboratively with building certified staff
- Develop short and long range goals that guide the development of the library media program in alignment with school and district goals
- Collaborate with certified staff to utilize print and electronic resources to integrate technology
- Facilitate the use of emerging technologies
- Promote reading for enjoyment and personal growth
- Maintain attractive and inviting physical and online spaces that promote participatory learning experiences and intellectual growth
- In collaboration with building leadership, evaluate and select materials and technologies that support the school's philosophy and curriculum
- Maintain an accurate catalog to facilitate access to library resources and conduct an inventory on a regular basis
- Check library materials and resources in and out using computer database
- Follow and model established policies, laws (including copyright laws), principles of intellectual freedom, and ethical behavior
- With school leadership, evaluate library programs, services, facilities, and resources to ensure optimum use

- Initiate and participate in building and District reading programs and campaigns
- Maintain and inventory bookrooms for building
- Analyze, implement and manage the library budget in collaboration with building administrator
- Evaluate print materials for purchase; receive, process and maintain inventory of purchased materials
- Manage and respond to emails and district-wide interlibrary loan correspondence/requests
- Train and direct the work of library substitutes and volunteers
- Attend District library and committee meetings, in-services and conferences, if required
- Prepare articles and informational items for building newsletters
- Perform other duties as assigned