

JOB DESCRIPTION

Library Media Center (LMC) Assistant

QUALIFICATIONS:

- High School Diploma
- Meet paraprofessional highly qualified standards as determined by the Illinois State Board of Education.
- Demonstrate a basic knowledge of computers and other forms of technology used in the classrooms and media center.
- Willingness to work cooperatively with others and assist with a variety of tasks.
- Ability to maintain confidentiality.
- Must be able to push, pull, lift, and carry up to 30lbs.

REPORTS TO:

Library Media Center Director/Principal

JOB GOALS:

To assist in the daily operation and organization of the school library media center program.

PERFORMANCE RESPONSIBILITIES:

1. Implements efficient LMC procedures.
2. Assists students in locating educational materials.
3. Assists staff in locating instructional materials and gathering of special collections.
4. Maintains the media center circulation and cataloging system, records, inventories, and student information.
5. Assumes responsibility for student supervision while in the LMC as directed.
6. Processes new educational materials as directed.
7. Assists with the management, circulation, shelving, and storage of all LMC materials, and equipment.
8. Helps maintain an attractive and inviting LMC environment.
9. Assists with annual inventories and withdrawal of educational materials.
10. Organizes, troubleshoots, and maintains educational equipment to ensure proper working conditions.
11. Participates in professional development as directed.
12. Assists in preparing educational materials, exhibits, and displays.
13. Assists volunteers in accomplishing LMC tasks.
14. Works cooperatively and promotes a positive relationship with students, staff, and the community.
15. Provides technical assistance and support to students and staff as needed.
16. Performs other duties as assigned by the Principal and/or LMC Director

EVALUATION:

Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

As defined by the Negotiated Agreement.