

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Library Media Center Teaching Assistant

Purpose:

The job of the Library Media Center Teaching Assistant was established for the purpose(s) of maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; performing clerical functions related to processing, circulation, maintenance and inventory of library materials; instructing students on the proper use of the library resources; and assist in providing literary resources to students and staff. Employees in this classification may receive a variety of additional assignments including lunchroom, playground, bus duty, etc.

Essential Functions:

- Supports classes and/or activities in a variety of formats (e.g. reading, story telling, book talks, reading incentive programs, etc.) for the purpose of promoting the use and enjoyment of literature.
- Evaluates books and/or periodicals, with guidance from the Library Media Specialist, for withdrawal from the collection, recommending items to be weeded for the purpose of assisting in the management of the collection.
- Participates in maintenance of materials inventory (e.g. library books, related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Participates in LMC Team meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation reports, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, overdue lists, etc.) for the purpose of providing documentation and information to others.
- Assists in processing of library books, periodicals, and related media materials (e.g. entering MARC records, barcoding, shelving, producing bibliographic reports, etc.) for the purpose of providing students and staff with required materials.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue books, etc.) for the purpose of providing information and/or direction as required.
- Assists in the training for staff, students, and volunteers on the location and access of library resources (i.e. online catalog, location of books and periodicals, etc.) for the purpose of promoting independent use of the library.
- Utilizes a customer service attitude and positive interpersonal skills to resolve problems and provide information as requested for the purpose of an effectively functioning Library Media Center.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Library Media Center.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent job related software applications; and preparing and maintaining accurate records.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; concepts of grammar and punctuation; and interpersonal skills using tact, patience, and courtesy.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups, working as part of a team; adapting to changing work priorities; working with frequent interruptions; attention to detail; preparing and maintaining accurate records; and using tact, patience and courtesy to provide a customer service atmosphere in the Library Media Center.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. This job is performed in a generally clean and healthy indoor environment with work inside about 90% of the time and work outside about 10% of the work schedule.

Performance Responsibilities:

- Assists students and staff in locating and using library materials
- Assists in the training of teachers, students, and volunteers in the use of the online library catalog and databases
- Assists students in learning basic library skills
- Communicates, collaborates and cooperates with colleagues, supervisors, and students.
- Assists with the management and circulation of library media program materials
- Assists with the ordering and processing of new books, periodicals, and nonprint materials
- Assists with annual inventories and withdrawal of materials
- Repairs books and periodicals as needed
- Assists in training of library media center volunteers
- Assists in preparing instructional materials as well as bulletin boards and book displays
- Informs staff and students of recent acquisitions under the direction of the Library Media Center teacher
- Organizes activities for special projects such as used book drives, summer reading programs, etc.
- Helps to maintain an attractive and inviting school library media center environment
- Promotes a positive relationship with students, staff, and community members
- Participates in scheduled LMC Team Meetings
- Participates in all meetings, training programs, and in-service sessions as assigned by the building or district administrator
- Performs such other duties as may be directed by the building or district administrator

Education and/or Experience:

- Valid Illinois Paraprofessional Approval
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac.

FLSA Status: Non-Exempt

Employee Group: TCAP

Work Year: 10 month work calendar

Reports to:

Accountable to the building administrator for attendance, work schedule, and performance review
Accountable to the LMC teacher for assignment of library duties and job performance

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	50%
Walking	20%
Sitting	30%

Coordination

Stooping	Frequent – less than 66%
Kneeling	Frequent – less than 66%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Frequent – less than 66%
Handling	Frequent – less than 66%
Fingering	Frequent – less than 66%
Feeling	Frequent – less than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Constant – more than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Occasional–less than 33%
Extreme Heat	Occasional–less than 33%
Wet/Humid	Occasional–less than 33%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	85%
Outside	15%

The Physical Demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.