



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666  
FAX (847)-675-7675

## **Paraprofessional -LMC/Tech**

### **Primary Function**

To assist in providing a well-organized, safe, and smoothly functioning Library Media Center.

### **Organizational Relationships**

The LMC/Tech paraprofessional receives guidance from the LMC teacher and reports to the building administration.

### **Qualifications**

- Hold a valid State of Illinois professional educator license with teaching (preferred), substitute or paraprofessional endorsement.
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and move equipment weighing up to 25 pounds
- General understanding of spreadsheets, databases, word processing and other computer applications. Familiarity with Google Apps, Microsoft Office, Computer Troubleshooting and iOS, preferred.
- Willingness and ability to learn new technologies as they are adopted by the District
- Ability to speak, write, read and understand English

### **Performance Responsibilities**

1. Assist the LMC teacher during classroom instruction
2. Supervise students using the LMC and checking out/returning material.
3. Answer routine inquiries and refer patrons in need of librarian's assistance
4. Perform clerical activities including processing new materials, maintaining copiers and lamination equipment
5. Catalog and sort books and other materials according to procedure, and return them to shelves, files, or other designated storage area
6. Provide assistance to the librarian in the maintenance of the library collection
7. Prepare purchase orders, collect lost book fees, record fees and expenses

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8. Set up, adjust, install and operate multimedia equipment for meetings, events, and classes
9. Perform maintenance tasks such as cleaning monitors, changing and charging batteries
10. Install, adjust, and operate electronic equipment to record, edit and transmit movies or multimedia presentations
11. Assist building staff with computer related questions throughout the school.
12. Prepare laptops and tablets for class usage
13. Supervise students as assigned during arrival to and dismissal from school
14. Assist with supervision of students, including during emergency drills, assemblies, recess, lunch, and field trips, as assigned
15. Maintain a high level of ethical behavior and confidentiality of information about students
16. Perform other duties as assigned by building administration

### **Terms of Employment**

180 work days. Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the PSRP.

### **Evaluation**

Performance of this job will be evaluated in accordance with the District 69 PSRP Evaluation Plan and in accordance with the provisions of the PSRP Contract.