



GENERAL INFORMATION

<i>TITLE</i>	Library and Interventions Assistant
<i>DEPARTMENT</i>	Library Media Centers
<i>LICENSURE</i>	Professional Educator License or Educator License with Stipulations
<i>ENDORSEMENT</i>	Paraprofessional or Substitute Teacher
<i>CLASSIFICATION</i>	Classified
<i>FLSA STATUS</i>	Non-exempt
<i>REPORTS TO</i>	Library Information Specialist (LIS), Interventionist, and Building Administration
<i>SUPERVISORY RESPONSIBILITIES</i>	Not Applicable
<i>PRIOR EXPERIENCE</i>	Experience as an administrative assistant/secretary and/or paraprofessional is preferred
<i>EVALUATION</i>	Evaluated by the Principal, Assistant Principal and/or other certified evaluators using the agreed upon evaluation tool

JOB GOAL(S)

Under general supervision from administration, the employee will:

- Assists the day-to-day running and the effective delivery of services in the Library Media Center (LMC) and delivers intervention(s) to specific students to fill identified educational gaps.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

LMC Support

- Works under the supervision of the building administration and/or Library Information Specialist (LIS) to create a positive and safe educational climate for students to learn.
- Assists the LIS with managing the daily operations of the LMC.
- Assists the LIS with scheduling of the LMC, Innovation Studios, and MakerSpace.
- Assists with the checking in and checking out of library resources.
- Assists the LIS with processing new library resources which includes; cataloging, barcoding, labeling, covering new materials, entering information into the database, and maintaining the current library resources as well.
- Maintains LMC records and patron accounts and communicates regularly via email with students, staff, and parents regarding overdue notices.
- Runs reports and performs inventory.
- Provides readers advisory and assists students and staff in locating appropriate materials.
- Assists patrons with technology.
- Assists the LIS with maintaining and organizing all MakerSpace resources and activities.
- Assists the LIS by providing support for community collaboration between visiting authors, library guests, and local and district libraries.
- Assists with the management of parent volunteers: train and supervise.

Interventions Support

- Works under the supervision of the building administration, teacher(s), and/or interventionists to deliver intervention(s) to specific students to fill identified educational gaps.
- Supports individual students or small groups of Tier II or Tier III students in a pull-out setting.
- Pushes into the general education classroom to support students who have been identified as needing in-classroom support for a Tier I booster.
- Assists with administration of progress monitoring assessments.
- Keeps notes and/or records data after meeting with assigned student(s).
- Keeps interventionists informed of the work being completed and the support required.

MENTAL DEMANDS

Knowledge

The employee is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include knowledge of various software packages including GoogleApps for education, databases/programs specific to the LMC, word processing, spreadsheet creation, and Student Management System; parent notification systems, working knowledge of basic hardware operations used by the District including but not limited to white boards, chrome books, laptop/desktop, iPads and other hardware specific to the LMC.

Ability

The employee is required to engage in standard clerical work which may include scheduling activities and/or meetings; gathering, collating, and/or classifying data; and use basic, job related equipment. Flexibility is required in this position to work with others in a variety of circumstances; working with data utilizing defined but different processes; and operating equipment using defined methods. Problem solving is required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; collaborate professionally and communicate effectively with other staff; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; displaying patience, a sense of humor, and teamwork; work well with children over multiple ages and grade levels; adapt with patience and flexibility to frequent changes in schedules and groups of students; desire and compassion to work with struggling learners; troubleshooting minor operational problems with computers and programs used by patrons; and operating standard office equipment including computer, copier and fax machine and machinery specific to a Library Media Center.

Education/Preparation

At a minimum, the employee shall possess the equivalent of a high school diploma and possess correct State of Illinois licensure. Verifiable college coursework beyond a high school diploma may be necessary to secure ISBE licensure.

Reasoning

The employee shall possess the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee shall possess the ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. The employee shall possess ability to interpret an extensive variety of technical instructions in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, taste, and smell. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in classrooms, offices, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and other buildings in the District. Work environment will include extensive contact with students, staff, and volunteers.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- September 23, 2021