

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

Job Title: **LRC Associate** Reports To: **Building Principal**  
 Pay Schedule/Range: **Outlined in MESP Bargaining Agreement** FLSA Status: **Non-Exempt**  
 Prepared/Revised Date: **June 2023** Work Year: **181 Days**

**SUMMARY:** .To provide all students and staff with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Operates and supervises the Learning Resource/Media Center in a well organized and efficient manner. Supervises the clerical routines necessary for the smooth operation of the library/media center. Administers established procedures for collection of fines and replacement costs for lost or damaged material by students. Maintains compliance on legal matters relating to copyright and censorship.	D	23%
2. Evaluates, selects and requisitions appropriate library and media materials.Solicits staff and student requests prior to ordering new materials. Prepares and administers the library/media budget.	D	10%
3. Assists teachers in the selection of books and other instructional materials that directly enhance the defined curriculum in the schools, and makes library/media materials available to supplement the instruction program.	D	5%
4. Informs teachers and other staff members concerning new materials the library/media center acquires and provides periodic in-service to all staff members on the use of these materials to enhance learning. Maintains a professional library for staff.	D	10%
5. Maintains a comprehensive and efficient system for cataloging all library/media materials, and instructs teachers and students on use of the system.Counsels with and gives reading guidance to all students.	D	10%
6. Works with teachers in planning assignments likely to lead to extended use of library resources to include developing and teaching classes on media utilization.	D	5%
7. Promotes appropriate conduct of students using library facilities.	D	5%
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.	D	5%
9. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.Arranges displays and exhibits which will attract staff and student interest.	D	5%
10. Participates in curriculum meetings and provides leadership in the development of policies for the selection, use and review of instructional materials.	D	2%
11. Participates actively in library and media meetings and associates on the local, regional, state, and national level. Serves as liaison for the building with local libraries including Heritage Trails System, Three Rivers Library and Shorewood Library. Contributes to the public relations of the school district by promoting library events or celebrations.	D	10%
14. Supervises pupils in and out-of-classroom during the assigned working day.	D	5%
15. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the principal.	D	5%
	<b>TOTAL =</b>	<b>100%</b>

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**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or GED
- Work experience with children (supporting education, preferred)

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Paraprofessional license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	
	<b>POSITION TITLE</b>	
	<b># of EMPLOYEES</b>	
<b>Direct reports:</b>	Building Principal	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.