

KANKAKEE SCHOOL DISTRICT #111  
JOB DESCRIPTION  
LIBRARY PARAPROFESSIONAL

QUALIFICATIONS

Holds a high school diploma or its recognized equivalent

A minimum of 60 semester hours of credit from a regionally accredited institution of high education **OR** has passed a test of basic skills (the ETS Paraprofessional or ACT WorkKeys).

REPORTS TO

Building Principal

JOB GOAL

In cooperation with staff, will provide a well-organized, smoothly functioning library environment in which students can take full advantage of available resource materials.

PERFORMANCE RESPONSIBILITIES (may include but not limited to the following)

1. Checks in/out books and materials for students and staff
2. Re-shelves materials to their proper location
3. Assists in ordering new books, materials, and library materials
4. Processes new materials before placing on shelves for circulation
5. Maintains records of overdue materials and generates overdue notices
6. Provides orientation of library services for students and staff
7. Repairs books as needed
8. Assists students and staff in finding materials or resources for assignments and projects
9. Records daily circulation statistics and generates annual statistical reports
10. Maintains current shelf list (inventory) of library materials
11. Maintains a professional, confidential attitude toward work, students, and other adults in the school
12. Cooperates with building personnel during routine activities
13. Participates in staff development workshops and meetings as required by the Administration

14. Actively participates in and abides by the school district's Employee Safety and Health program and all policies and work practices designed to promote a safe work environment.
15. Accepts responsibility for safe conduct relating to all activities necessary to carry out functions of this position. Performs other tasks and assumes such other responsibilities as may be assigned by the teacher, principal, program director, or other administrator.

5/2018