

HOMEWOOD SCHOOL DISTRICT 153 JOB DESCRIPTION

JOB TITLE: Librarian Assistant
FLSA STATUS: Non-Exempt
Department: Media Center
Reports to: Building Principal
Revised: April 4, 2025

QUALIFICATIONS:

- 60 hours of college coursework as required by the State
- Paraprofessional license required; Illinois PEL or substitute license preferred
- Demonstrate aptitude for the work to be performed
- Such alternatives to be above qualifications as the board may require

PREFERRED:

- Experience in a public school setting (classroom based setting)
- Participation in continuous professional growth (i.e. workshops, in-services and available coursework)

JOB GOALS:

- To effectively provide a well-organized, smoothly functioning library.
- Establish an environment in which students can take full advantage of the materials available.

EVALUATION: Performance of this job will be formally evaluated annually in accordance with provisions of the Board of Education's policy and the collective bargaining agreement on evaluation of non-certified personnel

RESPONSIBILITIES:

A) Classroom Environment

1. Supports an environment of respect for students
2. Assists in maintaining a safe, clean and healthy environment
3. Maintains an organized and accessible physical space for students
4. Supervises the general activities in the library

B) Assessment, Planning and Development

1. Works with building principal and established budget to order new library materials using the district purchasing system. Tracks the order and reconciles the shipping invoice to ensure all items arrive. Follows up to address any shipping inconsistencies.
2. Assumes responsibility for processing, classifying student materials, cataloguing, storage, inventory of materials and retrieval of all materials
3. Circulates materials according to established procedures
4. Inspects materials and provides for repairs
5. Works with district-established procedures regarding the assessment and collection of fines, as necessary.

C) Management of Instructional Time

1. Is punctual about fulfilling obligations
2. Maintains a high level of student time-on-task
3. Promotes effective student transitions

D) Management

1. Supports the set of rules and consequences for an individual student(s) or a classroom that govern the handling of routine procedures
2. Reports and intervenes promptly with inappropriate behaviors while maintaining the dignity of the student

3. Follows school-wide expectations and assists with the supervision of students

E) Instructional Presentation and Feedback

1. Orients large groups of students to the library
2. Provides relevant examples to illustrate concepts and skills using language understandable to the student
3. Engages students in learning through discussion, appropriate level of questions and other student participation and intervention
4. Provides positive feedback and effective reinforcement to support learning
5. Demonstrates enthusiasm about the learning activity to students

F) Communication and Professional Responsibilities

1. Interacts effectively with the building administrators, educational team, family members and community at large.
2. Is involved in continuing professional growth activities and participates in in-service training programs, committees, events and regular staff meetings.
3. Exhibits professionalism and is a role model
4. Adheres to established school, state and federal procedures, policies, rules and regulation
5. Is punctual, maintains regular attendance and wears attire that is appropriate for the school setting
6. Maintains confidentiality with information regarding students, parents and staff in accordance with accepted professional ethics, state and federal laws

G) Other Duties as Assigned

1. Assumes other duties as assigned by the Building Principal

TERMS OF EMPLOYMENT: 180 days