

LEARNING CENTER ASSISTANT

QUALIFICATIONS:

- Letter of Approval from State of Illinois
- 30 hours college credit

REPORTS TO:

Learning Center Teacher/Principal

JOB GOAL:

To assist the Learning Center Teacher in the delivery of Learning Center Programs/Services

PERFORMANCE RESPONSIBILITIES:

Assisting classroom improvement/teaching in collaborating with learning center teacher by:

- ◆ Assisting the Learning Center teacher with the integration of technology to improve student learning
- ◆ Assisting the Learning center teacher in the gathering of curriculum resources
- ◆ Assisting the Learning Center teacher with the implementation of engaged learning

Assisting student improvement/learning in collaborating with learning center teacher by:

- ◆ Assisting students in obtaining curriculum resources
- ◆ Assisting a student when he/she needs instructional help
- ◆ Assisting students in use of technology

Performing duties necessary for the efficient operation of Learning Center Programs/Services by:

- ◆ Engaging in personal development as needed
- ◆ Monitoring and maintaining student barcode program
- ◆ Monitoring and maintaining operation of instructional equipment
- ◆ Maintaining print and non-print supplies/materials
- ◆ Processing purchase orders
- ◆ Supervising book check-out and book fairs
- ◆ Supervising library automation
- ◆ Facilitating Tech support
- ◆ Working with parent coordinator to schedule Learning Center volunteers
- ◆ Providing volunteer training
- ◆ Monitoring volunteer program
- ◆ Overseeing the general neatness and attractiveness of the Learning Center
- ◆ Performing other duties assigned by the principal/learning center teacher

LEARNING CENTER RESPONSIBILITIES:

- ◆ Types and processes orders, reports, bibliographies, forms, learning center schedules, letters to publishers, and catalog cards

- ◆ Orders and receives books selected for purchase by the media specialist
- ◆ Maintains files of catalog cards, vertical file material, and publishers' catalogs
- ◆ Writes daily notices to homeroom teachers concerning overdue books, and collects fines for such books
- ◆ Makes simple repairs on damaged books
- ◆ Readies materials for reserve on teachers' requests
- ◆ Assists in the annual inventory of learning center materials and the preparation of appropriate inventory.
- ◆ Shelves incoming materials.
- ◆ Maintains current inventory of supplies and suggests items for acquisition as needed.
- ◆ Oversees the general neatness and attractiveness of the learning center and its displays.
- ◆ Assists the media specialist in maintaining proper student discipline.
- ◆ Performs such other tasks as the media specialists may from time to time assign.

BARGAINING UNIT POSITION: 180 DAYS. Salary and benefits commensurate with contractual commitments.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.