

# Paraprofessional – Learning Center

## **QUALIFICATIONS:**

### **Certification:**

- NCLB/STATE of Illinois Qualifications
- Letter of Approval from State of Illinois

## **REPORTS TO:**

**Direct Supervisor:** Building Principal

## **VISION:**

The Learning Center Paraprofessional will monitor and manage the materials found in the Learning Center. The Learning Center will be seen as a hub of academic activity, and the paraprofessional will assist students and staff who utilize the Learning Center.

## **JOB GOAL:**

- The Learning Center facility and the books, hardware, software, and collections housed there will be well managed

## **RESPONSIBILITIES:**

- Monitor and promote compliance with Learning Center procedures established by the Assistant Superintendent and/or principal, referring conflicts as necessary.
- Manage circulation and shelving of print and non-print materials, including operating the library automation system, creating and distributing overdue lists, collecting fines, etc.
- Oversee the general neatness and attractiveness of the Learning Center
- Work with Principal to schedule Learning Center volunteers, provide volunteer training and monitor the volunteer program
- Maintain online catalog, vertical file material, and publishers' catalogs
- Make simple repairs of damaged books and materials

- Monitor and maintain instructional equipment and technology housed in the Learning Center
- Provide initial technology trouble shooting and facilitate Tech Support
- Supervise and manage book fairs
- Inventory the Learning Center as directed by the Assistant Superintendent or their designee
- Process and receive purchase orders as directed by Assistant Superintendent
- Perform other tasks as assigned by the Assistant Superintendent or Principal

## ***TERMS OF EMPLOYMENT:***

### **Work Day:**

7.0 hours per day

### **Work Year:**

180 DAYS.

### **Bargaining Unit:**

Bargaining Unit

### **Salary and Benefits:**

Per Contract

## ***EVALUATION:***

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

### **NCLB REQUIREMENTS - ONE OF THE FOLLOWING:**

- Complete two years of study at an institution of higher education defined in Illinois as 60 semester hours; or
- Obtain an associate's degree or higher at an accredited institute of higher education; or
- Pass a formal State assessment; or
- Complete 30 semester hours of college credit or an approved teacher aide training program PLUS evidence of 300 "Professional Training Points" based on work experience, additional coursework and other activities