

## **WHS Library Media Assistant**

### Qualifications

1. Library Tech Assistant Parapro Certificate; or, 24 hours of college library coursework in approved library program; *or*, two years of experience in a school library, preferably at secondary level.
2. Understanding of library systems, circulation, and library procedures..
3. Proficient in Microsoft Excel and Google for Education Suite.

### General Responsibilities

1. Assist media specialist in running library media/tech/1:1 programs within the school.
2. Assist assistant principal with enrollment and progress monitoring of Illinois Virtual High School students.
3. Supervise students in the media center during hours of operation.

### Duties

1. Provide opening and closing duties as required.
2. Work circulation desk, e.g., check in/out books and resources.
3. Provide tech support for the 1:1 program, including daily tracking of Chromebook loaners.
4. Assist students and teachers in finding resources and utilizing equipment.
5. Pull books and resources for displays and book talks.
6. Maintains book shelves, shelve books, and conducts periodic shelf reading.
7. Assist administration with special requests and projects.
8. Process and catalog new books and resources.
9. Inventory library resources and supplies.
10. Maintain printers and printer supplies.
11. Assist media specialist with data collection, as necessary.
12. Keep library media center clean, safe and orderly.
13. Operate and care for instructional equipment used in the school, as needed.
14. Assist AP in registration and progress monitoring of IVHS students.
15. Assist with supervision of students during emergency drills and assemblies.
16. Assist in administering diagnostic tests, e.g., MAP testing, as assigned.
17. Supervise students in the media center during school day, before and after school, and during lunch, as needed.
18. Participate in in-service training programs, as assigned.
19. Complete other clerical/library support tasks and participate in projects as assigned.

### Qualities

1. Performs all duties in a professional and timely manner, is punctual.
2. Maintains a high level of ethical behavior and respects the confidentiality of information.
3. Follows school, district, state and federal regulations and rules.
4. Works to develop and instill positive self-worth and confidence in students.
5. Provides positive feedback and encouragement to students.
6. Uses appropriate behavior interventions as outline in school policies and procedures.
7. Able to identify, troubleshoot, and communicate basic computer-related issues.
8. Able to lift heavy boxes, push book carts, and reshelve books.

Terms of Employment: Workday is 7:30 am - 4:00 pm. In accordance with TA schedule

Evaluation: By principal or designee with input from media specialist.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job.