

LEARNING RESOURCE CENTER ASSOCIATE, Full Time

Primary Function (Job Goal)

- To support the district Learning Resource Center Facilitator in maintaining all areas of library service.
- To assist teachers and students in utilizing the print and non-print resources of the school's Learning Resource Center.

Reports To (accountability)

Learning Resource Center Facilitator

Supervisory Responsibilities

Monitor students to ensure appropriate behavior while the students are present within the Learning Resource Center.

Qualifications

- Professional Educator License or Paraprofessional License through the Illinois State Board of Education by:
 - Successful completion of sixty(60) semester hours of college or university coursework; or
 - Hold an Associate's (or higher) college degree; or
 - Successfully pass the ACT WorkKeys Assessment Test or the ETS Paraprofessional Assessment Test along with a high school diploma or its equivalent.
- Basic computer knowledge
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Physical Requirements

- Utilization of resources from other work units within the school district is required to perform the job's functions.
- Generally the job requires sitting, walking, standing, and light physical exertion.
- Appropriate strength to move and transport classroom furniture, instructional materials, and equipment from place to place.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a. Library Classes:

- Prepare and conduct library classes
- Read to all classes (in elementary buildings)

- Responsible for conducting book talks at each grade level.
- Assist students and teachers to locate books, periodicals, reference and other instructional materials.
- Responsible for maintaining proper student discipline in the LRC.

b. Library Maintenance

- Set library schedule to ensure dedicated research time. (TMS & WBO).
- Check books in /out on the computer.
- Shelve returned books and other library materials.
- Write notices to homeroom teachers and students concerning overdue books, and collects fines for such books.
- Ready books for reserve on teachers' requests, and maintains the reserve shelf, at LRC Facilitator's request.
- Make simple repairs on damaged books and sends more severely damaged books for repair to the LRC Facilitator.
- Oversee the general neatness and attractiveness of the library and create curriculum appropriate displays.
- Maintain inventory of all materials & supplies needed for Troy District libraries.
- Responsible for the annual inventory of library materials and the preparation of lists of missing books and books to be discarded. This information is sent to the LRC Facilitator.
- Order and receive books selected for purchase by the LRC Facilitator.
- Prepare current magazines for shelving and maintains the back number stacks.
- Refer requests for Inter-library loan requests to the district LRC Facilitator and responsibility for distribution of books to the teacher and the return of the books to the LRC Facilitator.

c. Library Processing (TMS & WBO)

- Set up book processing specifications with various book vendors.
- Catalog and process for shelving, all books, equipment, materials, etc. for all Troy District libraries.
- Receive all books, media materials, equipment, etc. selected for purchase by the librarian for all the Troy districts' libraries.
- Update patron information into computers at all Troy District libraries.
- Generate bar codes for students/staff in all Troy District libraries.
- Generate the computer inventory lists for all libraries in the District and assist in the annual inventories of library materials and the preparation of lists of missing books and books to be discarded.
- Create campus student ID's, process deposits, and maintain invoice records.

d. Other

- Remain current on new children's literature and materials.
- Organize and conduct a yearly book fair.
- Attend all LRC staff meetings.
- Perform such other tasks as the LRC Facilitator may assign.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.
- May be required to exercise student management through correct use of communication and disciplinary procedures to assure minimal distractions to other persons in the Learning Resource Center.
- Work under limited supervision following standardized practices and/or methods.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The qualifications listed are representative of the knowledge, skill, ability, physical demands and working conditions required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

185 days

11 paid holidays

Completion of mandated training through Global Compliance Network within first 45 days of employment without financial compensation.

FLSA Non Exempt Status

Evaluation

Performance of this job will be evaluated in accordance with the Board of Education's policy on Evaluation of Educational Support Personnel.

Employee Signature

Date