



KEENEYVILLE SCHOOL DISTRICT #20

5540 Arlington Drive E. • Hanover Park, Illinois 60133

Telephone: 630-894-2250 • FAX: 630-894-5187 • www.esd20.org

Position: Library Media Paraprofessional

Role: Assist with the coordination of school building library services

Responsible to: Building Principal

Employment: 179 days

Qualifications:

- State Paraprofessional Certification from ISBE

Duties and Responsibilities:

- Coordinate library services at the school building
- Work with building principal to ensure access for all students through the library
- Facilitate access to information through agencies outside the district
- Keep instructional staff apprised of laws and policies pertaining to the use and communication of ideas and information
- Provide expertise in the evaluation, selection, organization, and utilization of materials and technologies related to the library for the delivery of information and instruction
- Assume responsibility for professional development consistent with district goals, school improvement plans, and state standards
- Cooperate with co-workers, support personnel, and administrators to ensure that the library program contributes fully to the educational process and is an integral part of the school program
- Work with Technology Coordinator to maintain equipment associated with the library in the building
- Assist with inventory of library materials
- Plan and provide instruction for students
- Collaborate with teachers
- Select and maintain high quality literature that meets the needs of our students
- Maintain library room reservations
- Send out overdue book notices, letters and emails to parents
- Maintain laminator equipment
- Help coordinate distribution and return of chromebooks at the beginning and end of school year