

ATTACHMENT X-M

ATTACHMENT X-M: Approval of Additional Hours – Library Assistant

Suggested Motion: Approve the Additional Hours for Library Assistant and the Updated Job Description

Recommended Action: Approve as presented.

Rationale: I am asking the Board to approve the current 5.75 hour library assistant position at the Upper Elementary and Manchester to a full time 7 hour position. With the additional time at the two schools, it will provide extra academic support for students. Currently our librarians help support reading and the library programs at all schools. This extra student contact time will bring Manchester and the UE to about 1.25 extra hours per day to help with students that need academic support or interventions, bringing Manchester and the UE similar support that is currently at Capron and Poplar Grove.

Total Additional Cost: \$10,000 - \$15,000

# North Boone

*Community Unit School District 200*

## JOB DESCRIPTION - NON-CERTIFICATED

**Position/Title:** Library Assistant

**Reports to:** Lead Principal

### **Qualifications**

60 hours of college coursework, or  
An approved teacher aide program or  
A passing score on the ParaPro test, or  
Requirements needed by the ISBE  
Understanding of library systems, circulation and organization  
Strong technology skills including office productivity and production software

**General Responsibilities:** To assist the librarian in running the library and technology program within the school. To provide support for staff with audio-visual and technology set ups as requested.

### **Duties:**

1. Works with individual students or small groups.
2. Assists students and staff with technology, copiers, etc.
3. Provides large or small group instruction as directed by the building principal.
4. Processes new materials.
5. Maintains appropriate inventories, etc.
6. Operates and cares for instructional equipment used in the school.
7. Assists with the supervision of students.
8. Assists large group activities as assigned.
9. Provides information and help to any substitute teacher.
10. Maintains a high level of ethical behavior and respects confidentiality of information.
11. Participates in in-service training programs, as assigned.
12. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
13. Helps students utilize equipment or instructional materials assigned by the teacher.
14. Follows school, district, state and federal regulations and rules.
15. Performs all duties in a professional and timely manner.
16. Works to develop and instill a positive self-worth and confidence in students.
17. Provides positive feedback and encouragement to students and provides opportunities to develop special abilities and talents.
18. Uses appropriate behavior interventions as outlined in school policies and procedures..

Non-certified Job Description

Library Assistant

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19. Reports any illness, accident or injury to their supervisor and the principal immediately.
20. Keeps the library media center clean, safe and orderly.
21. Supervises students at all times and does not leave students unattended.
22. Reports theft or damage to school or personal property immediately to the teacher and principal.
23. Arrives on time and follows through with all assigned duties.
24. Seeks awareness and clarification of school and district rules, policies and procedures through the building principal or other appropriate administrative staff.
25. Performs other duties as assigned by the principal or designee.

Terms of employment: 180 days

Evaluation: Principal

# North Boone

## Community Unit School District 200

### Proposed Changes:

#### JOB DESCRIPTION - NON-CERTIFICATED

**Position/Title:** Library Assistant

**Reports to:** ~~District Librarian~~ / ~~Building Lead~~ Principal

#### Qualifications

60 hours of college coursework, or  
An approved teacher aide program or  
A passing score on the ParaPro test, or  
~~Passing the relevant Work Keys tests to be considered HQ~~ Requirements needed  
by the ISBE  
Understanding of library systems, circulation and organization  
Strong technology skills including office productivity and production software

**General Responsibilities:** To assist the librarian in running the library and technology program within the school. To provide support for staff with audio-visual and technology set ups as requested.

#### Duties:

1. Works with individual students or small groups ~~of students to find materials and select books.~~
2. Assists students and staff with technology, copiers, etc.
3. Provides large or small group instruction as directed by the ~~library media specialist~~ building principal.
4. Processes new materials.
5. Maintains appropriate inventories, etc.
6. Operates and cares for instructional equipment used in the school.
7. Assists with the supervision of students ~~during emergency drills, assemblies, play periods, field trips, or media work.~~
8. Assists large group activities as assigned.
9. Provides information and help to any substitute teacher.
10. Maintains a high level of ethical behavior and respects confidentiality of information.
11. Participates in in-service training programs, as assigned.

Non-certified Job Description

Library Assistant

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12. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
13. Helps students utilize equipment or instructional materials assigned by the teacher.
14. Follows school, district, state and federal regulations and rules.
15. Performs all duties in a professional and timely manner.
16. Works to develop and instill a positive self-worth and confidence in students.
17. Provides positive feedback and encouragement to students and provides opportunities to develop special abilities and talents.
18. Uses appropriate behavior interventions as outlined in school policies and procedures..
19. Reports any illness, accident or injury to their supervisor and the principal immediately.
20. Keeps the library media center clean, safe and orderly.
21. Supervises students at all times and does not leave students unattended.
22. Reports theft or damage to school or personal property immediately to the teacher and principal.
23. Arrives on time and follows through with all assigned duties ~~until the end of the school day~~.
24. Seeks awareness and clarification of school and district rules, policies and procedures through the building principal or other appropriate administrative staff.
25. Performs other duties as assigned by the principal or designee.

Terms of employment: 180 days

Evaluation: ~~By the district librarian with input from the principal~~ Principal