



River Bend Community Unit School District #2

Where Everybody is Somebody

Darryl Hogue Ed.D., Superintendent
River Bend District Office
1110 3rd Street ♦ Fulton, IL 61252

dhogue@riverbendschools.net
Ph: 815-589-2711 ♦ Fax: 815-589-4630
www.riverbendschools.org

PLEASE POST

POSITIONS AVAILABLE

FULTON ELEMENTARY SCHOOL

LIBRARY PARAPROFESSIONAL (6.75 hours per day)

**APPLY TO:
JEFFREY HOESE, PRINCIPAL**

**DEADLINE
Internal – April 29, 2025
External - Until filled**

cc: Jeffrey Hoese
Craig Hafner

4/22/2025

River Bend Community Unit School District #2
Job Description

Title: Library Paraprofessional

Qualifications:

1. ISBE Paraprofessional Approval
2. Proficiency in technology skills.
3. Knowledge of instructional practices.
4. Desire to work and serve students.
5. Such alternatives to the above as the Board may find appropriate and acceptable.

Reports to: Library Resource Center Media Specialist & Building Administrators

Job Goal: Support and enhance the effective utilization of books and other media including technology in the instructional process and to maintain the order of the LRC.

Performance Responsibilities:

1. Monitor and assist students in book selection and research needs.
2. Implement efficient office procedures and skills.
3. Process new books, periodicals, and non-print materials
4. Maintain and organize inventories.
5. Prepare correspondence, reports, bibliographies, newsletters, and requisitions requested by the school library media specialist.
6. Assist with the circulation and storage of all library media program hardware and software.
7. Assist with the management and circulation of library media program materials.
8. Assist with the annual inventories, culling, and withdrawal of media and resource materials.
9. Assist in preparing instructional materials, exhibits, and displays.
10. Assist in the instruction of information retrieval systems and the use of appropriate materials.
11. Participate in work-related support professional development, training, and activities.
12. Help maintain an attractive and inviting school library resource center and environment.
13. Promote a positive relationship with students, staff, and community.
14. Assist with reading groups and reading initiatives as directed by staff and administrators.
15. Perform other duties as assigned.

Terms of Employment: During the regular school year and as needed by LRC specialist with salary and benefits to be established by the Board of Education

Evaluation: Performance of this job will be evaluated by the Building Administrators with feedback from the Learning Resource Center Media Specialist annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.