

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

POSITION AVAILABLE

FULTON ELEMENTARY SCHOOL & RIVER BEND MIDDLE SCHOOL LIBRARY MANAGER (7.0 hours per day)

APPLY TO:
PATRICK HENREKIN, RBMS PRINCIPAL

DEADLINE
Internal – March 7, 2025
External – Until filled

cc: Patrick Henrekin
Craig Hafner

2/28/2025

River Bend Community Unit School District #2
Job Description

- Title:** Elementary & Middle Schools Library Manager
- Qualifications:**
1. ISBE Paraprofessional Approval
 2. Working knowledge of public school Learning Resource Centers
 3. Ability to organize and manage Learning Resource Centers efficiently to provide high quality services for students and staff
 4. Working knowledge of current and emerging technology
 5. Ability to establish and maintain positive, respectful working relationships with colleagues and students
- Reports to:** Principals
- Job Goal:** To ensure that students are effective users of information and ideas by providing intellectual and physical access to materials in all formats.

Performance Responsibilities:

General Responsibilities

1. Be present in the library during designated work hours.
2. Serve as a resource for students and staff in locating needed materials.
3. Assist in developing a schedule for the Learning Resource Center and facilitate individual student and whole class library visits consistent with the schedule.
4. Maintain the database, a current inventory and the automated materials circulation system.
5. Process and shelve books and materials.
6. Track, manage and collect fines for overdue books.
7. Generate routine and requested reports.
8. Submit reports accurately in a timely manner.
9. Assure an inviting and visually appealing setting that reflects students' interests, abilities and needs throughout the school year.
10. Establish and enforce guidelines that help create a positive learning environment and proper respect for and care of materials and equipment.
11. Order, process and maintain library materials within the established budget.
12. Organize and supervise book fairs and other fund raising activities as directed by the principal.
13. Communicate frequently and routinely with staff about activities and new materials.
14. Perform other duties as assigned by the district or building administration.

Terms of Employment: Salary and work year established by the Board.

Evaluation: Performance of this job will be evaluated by the principal in accordance with the provisions of the Board's policy on Evaluation of Educational Service Personnel.