

Rocklin Unified School District

JOB TITLE: Library Aide

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of technical and clerical duties involving circulation, reference, catalog, and record-keeping activities at a school site Library Media Center (LMC), assisting students and teachers in utilizing LMC resources, and supervising the work of students and/or volunteer assistants.

SUPERVISOR: Principal

TYPICAL DUTIES:

Circulates various books and media for the purpose of providing requested classroom reference materials.

Conducts programs in a variety of formats (e.g., story telling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature.

Instructs students for the purpose of educating them on the proper use of the library resources (e.g., classification system, automated catalog program, care of materials, and other resources).

Inventories equipment and materials in library collection for the purpose of documenting losses and/or maintaining availability of materials.

Processes materials (e.g., books, periodicals, films, etc.) for the purpose of maintaining library collection controls.

Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use the library resources.

Assists teachers, students, and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.

Participates in District meetings of library aides for the purpose of communicating information and gaining feedback and/or directions on a variety of issues.

Other duties as assigned.

DESIRABLE QUALIFICATIONS:

High School diploma or equivalent, A.A. or B.A. desirable.

Criminal Justice Fingerprinting Clearance.

Previous experience as a librarian; ability to direct library/media program and the staff.

GOALS OF EFFECTIVE PERFORMANCE:

The goal of effective performance will be to ensure consistent, positive visibility for school and district library media programs. Two-way communication between library media personnel and the school community promotes understanding and builds good will, cooperation, and support. The ultimate success of school library/media programs depends, to a large extent, upon the level of understanding and support from within the general school community for the mission, goals, and objectives of the program.*

*Taken from INFORMATION POWER: GUIDELINES FOR SCHOOL LIBRARY MEDIA PROGRAM, prepared by the American Association of School Librarians and the American Library Association.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category II

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: August 1, 1990
Revised: May 15, 1991
Revised: November 4, 1992
Revised: June 3, 1997