Associate Librarian

SPA License Status:	*Licensed/Contract*
SPA Probation:	*One Year*
FLSA Status:	*Non-Exempt*
Supervisor:	*Principal*
Supervises:	*None*
Salary Schedule:	*Classified Personnel, Associate Librarian– Range 2*
Terms of Employment:	*190 Days / 7.5 hours a day.*
Job Goal:	*To provide, instructional support for the school by housing, maintaining, and circulating in a convenient manner all library materials and library equipment needed for individual student use; to provide the associated orientation and experiences that are needed by students to become effective users of the library-media center.*

Minimum Qualifications

1. *High School Diploma/GED and pass the Para Pro Test or, 48 college credits (Three credits in reading writing, math and six credits in teaching or education).*
2. *Obtain a Level Three License issued by the NM Public Education Department (PED) Endorsement by the State Department of Education.*
3. *Pass a background check.*
4. *Knowledge/experience in assisting patrons and conducting library classes.*
5. *Knowledge of library-related procedures.*

Job Duties

1. *Assists students and teachers in locating needed materials and information; suggests useful materials; prepares and distributes lists of new materials.*
2. *Plans and presents session with classes according to the library standards: Divides the time into meaningful periods; Discusses library materials and their organization; provides enrichment using multi-media materials; assists with reference/research; promotes appropriate conduct of students using the library-media center.*
3. *Manages schedules to provide for maximum utilization of the library-media center.*
4. *Shelves and circulates materials; locates and delivers materials to users; operates a checkout system that is convenient to users.*

5. *Weed's materials according to CREW method and sends materials for cataloguing or repair.*
6. *Locates materials for students and staff using the District Inner Library Loan System. (ILL)*
7. *Initiates orders for books and materials, maintains magazine records and conducts inventory after the close of each school year.*
8. *Maintains the overall appearance of the library-media center.*
9. *Agrees to fulfill performance responsibilities in location(s) assigned.*
10. *Complies with local, state, and federal rules and regulations.*
11. *Adheres to LCPS bargaining agreement with SCEC.*
12. *Performs such other tasks as may be assigned within the parameters of the job analysis.*
13. *Maintain good attendance.*
14. *Adhere to contract hours.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS*—Aptitudes*

1. *Verbal ability required to understand oral and written instructions.*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job.*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly.*
4. *Computer knowledge, ability to use a scanner, keyboarding skills.*
5. *Silent and verbal reading skills.*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education/ CSEC-LC agreement policy on evaluation of professional personnel.

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