

# RUMSON SCHOOL DISTRICT

Rumson, New Jersey

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**TITLE:** LIBRARY AIDE

**QUALIFICATIONS:**

1. Minimum experience as determined by the board\*
2. Teacher Certification (CE, CEAS, Standard) required, effective Sept. 1, 2017.
3. Demonstrated proficiency in oral and written communication and ability to assist with instructional activities
4. Clerical aptitude, good typing skills, and knowledge of information technology
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*\*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.*

**REPORTS TO:** Media Specialist, Principal

**JOB GOAL:**

To provide support services inherent to the effective operation of the school media center under the direction of the media specialist.

**PERFORMANCE RESPONSIBILITIES:**

1. Shelves library materials.
2. Handles library mail and types correspondence and reports.
3. Processes new books, magazines, and other media materials. Catalogs and files learning materials.
4. Distributes schedule of the use of the media center and its materials and equipment.
5. Assists in preparing and maintaining special educational displays.
6. Operates the circulation desk, maintains circulation files and handles overdue library loans.
7. Repairs library materials as necessary.
8. Duplicates learning materials as requested.
9. Performs other related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the board of education.

**ANNUAL EVALUATION:**

Approved by: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

**Approved by: Rumson Board of Education**

**Date: August 30, 2017**

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## **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.A.C. 6A:9-7 Paraprofessional approval

N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002