

Duty Statement

Librarian/Library Assistant

1. Initiates or answers telephone calls from parents or staff to schedule appointments to make presentations about, train or coordinate library services. (Code 1)
2. May takes notes, interpret or transcribe letters, reports, bulletins, or memorandums related to the library or library services. (Code 1)
3. Provides instruction to students that will enable them to become proficient users of library resources. (Code 1)
4. Assists families in gathering information that may be necessary to complete the Medi-Cal/Healthy Families application or the re-determination process. (Code 6)
5. Makes flyers available in the library regarding Medi-Cal services. (Code 4)
6. Opens, screens, and routes incoming mail for staff and Librarian. (Code 1)
7. Updates school or district websites with information regarding Medi-Cal services and programs. (Code 4)
8. Maintains card catalogs, shelf lists and overdue and circulation records. (Code 1).
9. May assist or prepare materials for board agendas, public or professional presentations. (Code 1)
10. Proofreads documents and reports. (Code 1)
11. Collects and maintains records of library expenditures. (Code 1)
12. Shares in sponsorship and/or supervision of student or student's activities. (Code 1)
13. May supervise library assistants, parent volunteers or evaluate assigned staff. (Code 16)
14. Arrange transportation of students to Medi-Cal covered services. (Code 10)
15. Provides in-service training about the library to teachers, staff or parents. (Code 1)
16. Provides information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of the school's curriculum. (Code 1)
17. Arranges for/or provides translation services (oral, written or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
18. Updates resource directories of Medi-Cal service providers. (Code 14)
19. Teams with classroom teachers to develop units of instructions and activities using library resources for the instructional programs when requested. (Code 1)

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20. Assists district teachers, administrators, and other school staff in becoming knowledgeable and current regarding appropriate uses of library media services, materials and equipment. (Code 1)
21. Provides assistance to students in the selection of books and other learning materials. (Code 1)
22. Assists in the supervision of students visiting the library media center and may supervise and review the work of student helpers. (Code 1)
23. Provides guidance and assistance to students and teachers on the district or school computerized, integrated library system. (Code 1)
24. May assist students or staff to research and obtain Medi-Cal information or outreach materials on the intranet or internet. (Code 4)
25. May discuss or refer students with health issues to appropriate Medi-Cal providers in the school or community. (Codes 4, 8)
26. Attends meetings on MAA program and fills out a quarterly MAA time survey. (Code 15)
27. Answers reference questions and assists students and teachers in locating and using library media materials. (Code 1)
28. Prepares forms, bulletins, and letters pertaining to library media center functions or other school functions as requested. (Code 1)
29. Maintains bulletin boards of current and pertinent information for students and staff which may include Medi-Cal information. (Code 1, 4)
30. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students). (Code 16)
31. Completing business-related personal mileage and expense claims. (Code 16)
32. Reviewing school policies, procedures, or rules. (Code 16)
33. Paid time off including paid lunches, breaks, jury duty, sick leave, bereavement or vacation leave. (Code 16)
34. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)