



Office of Talent

TITLE: Library Aide

DEPARTMENT: Office of Schools and Learning

REPORTS TO: Principals

RECEIVES GUIDANCE FROM: Director of Schools and Learning and Senior Leadership Team

BASIC FUNCTION (BF1): Responsible for planning and delivering a high-quality educational program to meet the learning and socio-emotional needs of all students in the content area of electives and co-curricular programming.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of "*Regardless of who you are or what your story is, you can learn and be loved here.*"
2. Exhibits essential dispositions and ownership of the district vision of "*Creating compassionate competent problem solvers.*"
3. Exhibits essential dispositions and ownership of the district vision
 - a. Engage
 - b. Inspire
 - c. Empower
4. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-19):

Demonstrated Experience or Willingness to Acquire Skills

1. Deliver daily lessons, aligned to state and district standards that meet students' individual needs and ensure growth
2. Experience differentiating instruction for all students regardless of circumstance
3. Implementation of a guaranteed and viable curriculum through consistent collaboration, grading, and assessment
4. Participate in building and district collaboration to plan for instruction, analyze data, and create assessments
5. Monitor student learning on a daily basis. Use multiple data points to guide and individualize instruction
6. Participate in professional development
7. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.

8. Adapt teaching methods and instructional materials to meet students' varying needs and interests
9. Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations as needed and appropriate
10. Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems
11. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks
12. Provide instruction by teaching others how to utilize different tasks and abilities
13. Leading through communication to others to convey information effectively
14. Utilize differentiated strategies/instructional methods and procedures appropriate for the situation when learning or teaching new concepts and tasks
15. Utilize active listening by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
16. Using logic, reasoning, and critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
17. Lead in the area of developmentally appropriate education, strategies, curriculum, behavior supports, and pedagogy
18. Represent Charles City Community Schools effectively in the community, state and nation
19. Demonstrate consistent progress on meeting the eight Iowa Teaching Standards

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds, and carrying items at least 35 feet. There will be frequent climbing of stairs and manual dexterity tasks. There will be occasional sitting and vehicle driving. The working conditions will be constantly inside/outside with extremes of temperature and humidity.

KNOWLEDGE AND EDUCATION (KE1-4 and KED1-2):

Required:

1. High School Diploma or G.E.D.
2. One of the following: (1) 48 credit hours post-secondary education, (2) Associate's Degree or higher, (3) Paraeducator Certification from Board of Educational Examiners, or (4) National Career Readiness Certificate (NCRC)
3. Library experience preferred
4. Must have basic knowledge of library organization and function including the Dewey Decimal System

Desired:

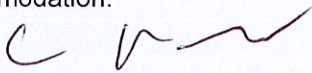
1. Experience working in a culturally diverse setting
2. Advanced degrees/certifications as appropriate to the position

POSITION INVENTORY: Certified

FLSA STATUS: Non-Exempt

FT/PT: FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

 _____ * Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: **07-13-2018**

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein

Charles City Community School District

(Library Aide)