



RIALTO UNIFIED SCHOOL DISTRICT

District Librarian Job Description

DEFINITION

Under the direction of the Lead Academic Agent: Interdisciplinary Studies & Humanities, coordinates activities in support of the general instructional program through rr28.8 623.ol.1 78-8 (t)-1cipbhe gearoga p-11.7 (p)8.1ogr9e ge inst.1 78-8 (t)-1coog

Knowledge of: Staff development principles and techniques.

Ability to: Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; make presentations to various audiences and to facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events as needed.

EXPERIENCE AND EDUCATION

Experience and Education:

- Five (5) years' :
use common school hand tools, computer, telephone and photocopy machine.

Must keep up with schedule: High
Able to work extended hours as needed: High
Dealing with upset employees,
parents, community members: Moderate

Physiologic factors:

Must maintain a high level of consciousness: Yes Yes