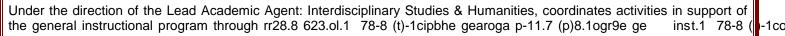


RIALTO UNIFIED SCHOOL DISTRICT

District Librarian Job Description

DEFINITION



Knowledge of: St aff development principles and techniques.

<u>Ability to</u>: 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