

CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928  
(916) 891-3017

JOB DESCRIPTION  
**PARENT LIBRARY AIDE-RESTRICTED**

DEFINITION: Under the direct supervision of a school administrator, this class performs general library clerical duties as assigned, and assists students in the library, either by working with an individual or group of students under the immediate direction of a teacher. This position is categorically funded and, based upon funding, the position may have hours increased or decreased at any time throughout the school year subject to Education Code provisions. This class is evaluated by the school administrator.

TYPICAL DUTIES: Listed below are some of the performance duties for this class. A Parent Library Aide-Restricted, under direct supervision of a school administrator:

- a. coordinates the parent volunteer library aide schedule, providing training to new volunteers as they are included in the schedule;
- b. works cooperatively with District librarian and with school site staff to order new books and materials for the library;
- c. may help organize library activities;
- d. assists teachers in providing students with orientation to the use of the library;
- e. assists teachers and students in locating materials and books;
- f. attends available workshops on book repair and/or other related library skills and utilizes these skills in maintaining the library;
- g. and performs related work as required.

EMPLOYMENT CRITERIA: Any combination of education and experience that indicates possession of the knowledge and skills necessary to perform the duties listed above. This would include the knowledge, skill and experience necessary to perform general clerical duties including typing. The employee should have the following knowledge and skills:

- a. knowledge and skill to maintain cooperative working relationships with both paid and volunteer staff;
- b. knowledge and skill to work effectively with parents and students;
- c. knowledge of library recordkeeping and skill to maintain accurate records;
- d. knowledge and skill necessary to understand and carry out oral and written instructions;
- e. skill to type (preferably at 30 wpm or better) from clear copy;
- f. willingness to attend inservices and workshops related to library aiding.

**NOTE:** Initial and continued employment within the class is restricted to a parent or guardian of a child attending the school at which the employee is working.