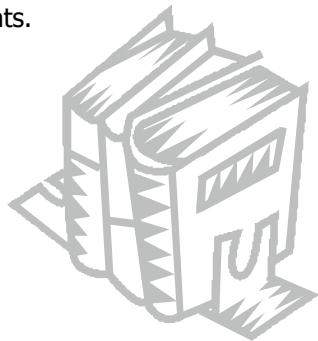


## A strong school library

- Is an inviting learning environment that provides print and electronic resources for students and faculty as well as the general learning community.
- Is staffed by a professional library media teacher who is supported by paraprofessional and/or clerical staff.

## A strong school library team

- Includes a library media teacher who has four roles: collaborative teacher, instructional partner, information specialist, and program administrator.
- Includes support staff such as a trained paraprofessional and/or library clerk who provide services crucial to the running of a library including circulating, processing, and managing books and materials, as well as general assistance to the teaching staff and students.



## The California School Library Association

CSLA is an organization of library media teachers, paraprofessionals, school library pre-service students, and friends of school libraries who are committed to enriching student learning and increasing student achievement by building strong school libraries.

The association encourages professional growth, provides avenues for sharing common concerns, represents the interests of school libraries to the state legislature and the California Department of Education, and enables members to serve the educational needs of the multiculturally diverse students of California.

### Works Cited

*Standards and Guidelines for Strong School Libraries.* California School Library Association, 2004.

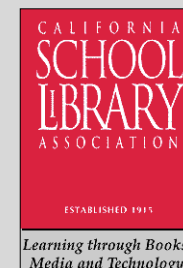
*School Libraries Work!* Scholastic Library Publishing, 2006.

For more information contact the CSLA office:  
1001 26th Street  
Sacramento, CA 95816  
Phone: 916-447-2684  
Email: [csla@pacbell.net](mailto:csla@pacbell.net)  
Fax: 916-447-2695  
CSLA Web site: <[www.csla.net](http://www.csla.net)>

## Paraprofessionals in California School Libraries

### Information for District and Site Administrators

*A good library paraprofessional is to a library media teacher what a good teacher's aide is to a classroom teacher: part of a team that makes a difference for students.*



**California School  
Library Association  
2006**

## Who are California school library paraprofessionals?

Titles for library paraprofessionals differ around the state. Examples include: library clerk, library technician, library coordinator, and library media assistant. Some districts have career ladders in place that allow library paraprofessionals to begin as library clerk 1, move to library clerk 2, library technician 1, etc.

- Some work as assistants under the direct supervision of a certificated library media teacher. This team is able to provide all the services of a strong school library.
- Some paraprofessionals work alone at a school site under the supervision of a county or district library media teacher.
- Some paraprofessionals work alone at a school site with little or no direct supervision from a certificated school library professional.

## NCLB and the school library paraprofessional

"The NCLB Act of 2001 requires that Title I paraprofessionals – whose duties include instructional support and who were hired after January 2002 – must have:

- Completed two years of study at an institute of higher education, or
- Obtained an associates' or higher degree, or
- Met a rigorous standard of quality and be able to demonstrate - through a formal state or local academic assessment - knowledge and ability to assist in instructing reading, writing, and mathematics..."

*Standards and Guidelines for Strong School Libraries, page 80.*

## Duties of a paraprofessional working under direct supervision might include:

- Performs routine operations: receiving, processing, mending, and shelving books.
- Performs clerical activities as needed including forms, databases, and budgets.
- Maintains a clean and orderly facility.
- Arranges for AV equipment repairs.
- Supervises student aides and parent volunteers.
- Provides assistance to the library media teacher, teachers, and students as needed.
- Assists students and teachers in locating library materials identified by a library media teacher to support research and literature.

## Duties of a paraprofessional working alone in a library might include:

- Oversees the general operation of the school library media center including: circulate, shelve, process, and inventory books and materials.
- Performs clerical duties including billing for lost items, correspondence, and computer record keeping of patrons and materials.
- Maintains an orderly and visually appealing learning environment.
- Prepares purchase orders for library books and materials under the direction of a site administrator.
- Assists students and teachers in locating library materials they request.

## Hiring a paraprofessional for your library?

Here are some samples of questions others have asked during interviews:

1. What in your background especially qualifies you to work in a school library?
2. How do you see yourself supporting teachers and instruction?
3. Describe your experience with students.
4. Describe your experience with computers.
5. What do you consider your best personal quality?

## Hot Tips

- ✓ **Check out** <<http://www.ctc.ca.gov/notices/coded-2000.html>> to learn how paraprofessional duties differ from library media professional duties. (CA Commission on Teacher Credentialing)
- ✓ **Check out** <<http://www.cde.ca.gov/>> for information on how to create strong school libraries in your school or district. (CA Department of Education)
- ✓ **Check out** <<http://www.csla.net/>>
  - 1) Jobs/Education link for a list of community colleges that offer Library Technician certificates.
  - 2) CSLA scholarships for paraprofessionals becoming library media teachers. (CA School Library Association)

Speak to a library media teacher in a school near you or call the California School Library Association at 916-447-2684 for more information.