

RE: REQUIREMENTS FOR LIBRARY ASSOCIATE CLASSIFICATION

Effective July 1, 1993, requirements for the level of Library Associate were revised to parallel the requirements established by the Nevada State Board of Education for the Library Media Endorsement for certified teacher/librarians. In May 2008, requirements were further revised to reflect the changing nature of the library curriculum and to match course availability.

A Library Assistant who wishes to become qualified as a Library Associate in Washoe County School District must meet the following requirements in terms of education and experience:

- A. A minimum of two years of increasingly responsible paraprofessional library experience in a school library or in children's services in a public library, and
- B. Completion of the equivalent of two years of college or community college (48 semester credits). The 48 credits may include 21 credits from the following required classes:
- C. **Required:** 21 credits are required in the following subject areas:
 1. Organization and administration of the school library
 2. Cataloging and classification of library media materials
 3. Reference, bibliography and information skills
 4. Acquisitions and collection development; selection of print materials and educational media for the school library
 5. Children's and/or Young Adult literature
 6. Technology and computer applications in the library media center
 7. Production and design of non-print media materials, including but not limited to website design,OR
the design and use of educational media and materials related to curriculum or instructional design

Inservice classes in the areas of library service, children's literature, program planning, instructional design, teaching skills, developmental reading and curriculum-related subjects may be substituted for 9 of the above 21 credits. Inservice classes must be pre-approved by the Library Coordinator and the Assistant Superintendent to be included as part of the required coursework.

cc: Tom Stauss, Assistant Superintendent, Human Resources

ADDENDUM I:

If an individual working as a Library Assistant I or Library Assistant II holds a valid Nevada teaching certificate, the following exceptions to the requirements for the Library Associate level may apply:

- A. One year (but only one year) of teaching experience may be substituted for one year of experience in a school library.
- B. Prior coursework completed in preparation for the Nevada teaching certificate may be substituted for a maximum of six required credit hours in Library Science as follows:
 1. Prior coursework in methodology and instruction may be substituted for 3 credits in Subject Area 7 (design and use of educational media and materials related to curriculum or instructional design). This requirement may also be satisfied by completion of a supervised practicum in an elementary or secondary school library as required for a School Library Media Endorsement to a Nevada teaching certificate.
 2. Depending upon the content area of the Nevada teaching certificate, prior coursework may be substituted for 3 credits in either (but not both) Subject Area # 3 (Reference, bibliography and information skills) or #5 (Children's and/or Young Adult literature), the determination to be made by the Library Coordinator.

All other requirements and provisions apply. It is understood that the requirements for the Library Associate I or II do not correlate precisely to the Nevada State Library Media endorsement.