**FEUILLE DE DEMANDE DE RENOUVELLEMENT DE CONTRAT AED**

**Document remis au chef d'établissement**

**NOM et Prénom :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ **Quotité de service :** \_ \_ \_ \_ \_ \_ \_

Je sollicite pour l'année scolaire prochaine un renouvellement de contrat.

**Lettre de motivation à l'attention du chef d'établissement :**

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**Grille d'autoévaluation : estimez votre travail de 1 à 4 (4 étant le maximum) :**

|  |  |  |
| --- | --- | --- |
| **Critère d'évaluation** | **Autoévaluation** | **Avis de la documentaliste** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Assiduité/Ponctualité |  |  |  |  |  |  |  |  |
| Respect des procédures |  |  |  |  |  |  |  |  |
| Rangement/Classement |  |  |  |  |  |  |  |  |
| Exécution des tâches  |  |  |  |  |  |  |  |  |
| Participation aux actions |  |  |  |  |  |  |  |  |
| Aide/Autorité envers les élèves |  |  |  |  |  |  |  |  |
| Initiative/Autonomie |  |  |  |  |  |  |  |  |
| Lecture |  |  |  |  |  |  |  |  |

**Projet et/ou proposition pour la prochaine année scolaire :**

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**Avis de la Documentaliste.**

🞏 Accord pour le maintien dans l'établissement

🞏 Accord pour le passage à plein temps (*en fonction des moyens disponibles*)

Appréciations générales :

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**Décision du chef d'établissement :**

Accord pour le maintien dans l'établissement oui 🞏 non 🞏

Accord pour le passage à plein temps oui 🞏 non 🞏

**Nom et signature :**

L'assistante d'Education : La Documentaliste : Le Chef d'Etablissement

A Iracoubo, le \_ \_ \_ \_ \_ \_ \_

**Profil pour un(e) aide-documentaliste au collège d’Iracoubo**

Compétences nécessaires :

\* intérêt pour le livre et l’information

\* goût de la lecture

\* sens de l’organisation

\* rigueur et sérieux dans le travail

\* maîtrise du traitement de texte et du tableur

\* connaissance d’Internet

\* désir d’apprendre

\* disponibilité et ponctualité

\* posséder une certaine autorité face à un public jeune

\* baccalauréat

Listes des tâches à effectuer :

\* tâches matérielles :

 - équipement des livres : couverture, étiquetage, estampillage...

 - entretien des livres : réparations diverses

 - photocopies du CDI

 - affichage sur les panneaux d’information

 - rangement quotidien de l’ensemble du fonds mis à disposition

 - archivage des périodiques

 - pointage des inventaires annuels et ponctuels

\* travaux de secrétariat :

 - saisie de courriers, affiches, textes d’exposition... sur traitement de texte

 - saisie de statistiques, commandes, inventaires... avec un tableur

 - mise à jour de fichiers, de listing... (séries de livres)

 - édition de catalogues, de bibliographies...

\* opérations de prêt :

 - enregistrement des emprunts et des retours

 - contrôle de l’état des livres

 - gestion des retards (rappels, punitions)

\* gestion du lieu :

- application du règlement (Charte du CDI) : flux, rangement, comportement...

 - contrôle des présences

 - surveillance du fonds documentaire

 - orientation et conseils aux élèves