



ASHRAYA

www.ashraya-usa.org | contact@ashraya-usa.org
Tax-exempt and non-profit status in US and India

"Non-profit organization providing assistance on education, vocational training and income generation to rural and physically challenged children and youth in India since 1991"

Contract of Employment **Librarian, Cafe Sensorium**

ASHRAYA (www.ashraya-usa.org) is a non-profit organization based in the US and India, established in 1991 with an aim to provide assistance to the physically challenged and rural communities in India in the areas of education, vocational training and income generation. Our focus is on various challenges such as visual, aural, mobility, learning and rural poverty; and on different age groups, i.e. education for children, vocational training for teenagers and income generation for adults. We strive to use assistive technologies wherever feasible so as to increase sustainability and leverage. ASHRAYA (Pan Number AAETA1655P) is a registered trust in India with 12A and 80G Certificates.

ASHRAYA has been executing our **Sensorium** experiential programs in higher primary schools in Hanur Taluk (Chamarajanagar District, Karnataka) since 2008. The project focuses on complementary education through libraries, science clubs, art programs and fun projects.

This is a contract of employment signed between **ASHRAYA** and _____ for the position of **Librarian**. The contract is effective from ____ for a minimum period of **12 months**, and is extendable upon contract termination on _____. The monthly compensation for this position will be **Rs. ____** inclusive of benefits and travel for **10 months** (from ____ to ____). You are also eligible for a half-month year-end bonus if you complete 100% of the work modules as validated by Ashraya's auditor.

The terms of your appointment would be as follows:

- 1) The work week would be 44 hours per week as per school hours.
- 2) You will be eligible for separate reimbursements for work related travel only upon prior approval
- 3) In the event of separation or resignation, there would be minimum of 30 (thirty) days' notice on either side, irrespective of whether the separation is initiated by you or ASHRAYA. However, for any violation of organizational values or on grounds of conduct, ASHRAYA reserves the right to discontinue the engagement at any time at short notice or without notice.
- 4) All documents, systems, files, information, designs and any other documentation that you may create as part of your job role would be the sole property of ASHRAYA; and shall be handed over to ASHRAYA before your departure. Failing this, legal action will be taken against you.
- 5) ASHRAYA does not take responsibility for any work related incidents/accidents.

USA: 2418 NE 130th Place
Bellevue, WA 98005

Vasuki Subbarao, President
vasuki@ashraya-usa.org, 404 457 1073

India: 14 Vidyarayapuram Main Road
NTI Layout, Bangalore 560097

Vishwanath Kashyap, Trustee
vishu@ashraya-usa.org, +91 994 558 9200

Job Description

1. Keep the library in the delegated school open all the time during school hours (except school holidays and Sundays)
2. Plan and execute library activities in delegated school as per the training program provided by ASHRAYA; and the schedule mutually agreed upon between you and the ASHRAYA project lead.
3. Assign library cards to all students, track attendance and library book issue
4. Conduct GROWBY tests for all students in delegated school every 2 months as per schedule and track progress of students
5. Maintain an inventory of stationery, library books, fixed assets and furniture provided in the library; and replenish lost/torn books with assistance of the Project Coordinator and Project Lead
6. Maintain a clean and disciplined library environment at all times
7. Work with teachers and the Project Coordinator to facilitate research projects linked to the curriculum
8. Conduct **two** library periods per week for each class. **One** of these classes will be on MLL activities for at least 20 students per class from 5th to 8th standard
9. Assist the Project Coordinator with monthly/quarterly/annual reports to capture and present program related data and metrics
10. Maintain a suggestion and wish list from students and teachers
11. Participate in all team meetings, organization events and training programs
12. Maintain a healthy relationship with the school Principal and all ASHRAYA stakeholders.
13. Be a guide and coach to students in promoting learning and reading skills
14. Be answerable to the Project Coordinator and Project Lead since you report to them
15. Uphold the principles of ASHRAYA at all times
16. You are NOT allowed to enact a role of substitute teacher for the delegate school without explicit permission of the Project Coordinator and/or Project Lead.

Confidentiality Agreement

We would also like you to accept the following confidentiality agreement. "I agree that, all knowledge and information about ASHRAYA, which is not within the public domain and which is acquired by me during the course of executing services whether or not within my defined role at ASHRAYA shall for all time and for all purposes be regarded by me as confidential and shall not be directly or indirectly disclosed by me to any person or entity without prior written permission."

Please sign a copy of this letter as a token of your acceptance and return to us soon.

From ASHRAYA

Accepted and Agreed

By: _____

Signature: _____

Vasuki Subbarao, President

Name: _____, Librarian

Date: _____

Date: _____