



JOB DESCRIPTION

Position: Library Technician

Reports to: Principal

Employee Group: SEIU

Characteristics:

- Highly motivated self-starter
- Ability to work methodically, paying attention to detail
- Possess strong organizational and communication skills
- Team player, with good interpersonal skills
- Flexible
- Ability to positively interact with children in providing direct services to students

Qualifications:

- Library Technician diploma or equivalent
- Computer experience with Library Pro / Mac School
- Experience working in a school library
- Knowledge of children and young adult literature

Salary Range: as per SEIU Collective Agreement

Task Dimensions:

- Administers library services. For example:
 - ❖ Maintaining daily statistics of use.
 - ❖ Cataloguing and processing of library materials.
 - ❖ Managing the library budget to effectively acquire materials that support outcomes and school goals.
 - ❖ Maintaining library software. (bar coding, security, circulation)
 - ❖ Repairing books.
 - ❖ Providing an accurate library inventory each June.
 - ❖ Assisting staff and students with reference questions and research projects.
- Coordinates activities and programs to support library services. For example:
 - ❖ Consulting with staff regarding purchases to support curriculum and school goals.
 - ❖ Supervising parent volunteers.
 - ❖ Promoting library materials and programs effectively to encourage all learners.

- ❖ Promoting varied research methods and resources to reach ranges of learners.
 - ❖ Coordinating the library student assistant club, if available in the school.
 - ❖ Orienting volunteers, staff and students to the library and its services.
 - ❖ Organizing teacher resource areas.
 - ❖ Participating in fundraising activities that benefit the library.
-
- Complies with the Occupational Health and Safety Act and Regulations.
 - Performs other related duties as required.