

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Library Technician

REPORTS TO: Directly: School Principal
Indirectly: Teacher Librarian

Purpose:

The Library Technician is responsible for cataloguing and classification of resource centre material, for assisting in the provision of patron services to staff and students, and for assisting in the organization and maintenance of the resource centre.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- A post-secondary education program which has focused on the role and scope of the Library Technician in education
- Proficiency in the use of computers and software such as Microsoft Office, database systems, circulation and cataloguing in addition to other software currently used in the school division
- Related training or experience in the field of education or a library would be a definite asset.

Required Skills and Abilities:

- Ability to work as a collaborative team player
- Ability to work independently with minimum supervision
- Superior organizational skills
- Working Knowledge of computers and software including circulation and cataloguing
- Keyboarding accuracy
- Strong interpersonal and communication skills, both verbal and written
- Ability to display initiative and be adaptability to change
- Ability to prioritize multiple demands and manage time
- Ability to present a professional attitude and appearance
- Ability to maintain strict confidentiality relative to school division operations

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Library Technician shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Maintain computer-based circulation and cataloguing protocols both within and between schools.
- Assist teachers and/or students in the location and use of Resource Centre materials such as dictionaries, encyclopedias, almanacs, indexes, handbooks, directories and yearbooks
- Assist teachers/teacher librarians in the gathering of materials for reading and research periods, units of work, Resource-Based Learning and library skills instruction
- Code according to MARC standard, input, and edit information for an automated catalogue system while applying the Dewey Decimal and Library of Congress classification systems
- Use database management systems and word processing packages
- Maintain authority files and cross references

- Take regular inventory of resources and weed materials as defined in Administrative Procedures
- Maintain a comprehensive inventory of resource collections and update annually
- Maintain learning resource centre circulation systems such as editing records, adding and deleting patron records, utilities
- Assist in the maintenance of the vertical file and periodical collection if necessary
- Assist teachers/teacher librarians in the acquisition of resources, order consumables
- Compile and send out overdue letters to staff and students
- Assist in the supervision of students and work with community volunteers in the Resource Centre
- Keep anecdotal records of student's daily activities when requested.
- Be knowledgeable and supportive of applicable Operational policies and procedures
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Attend meetings as requested
- Other duties as assigned by the Principal of the school

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Library Technician discuss, in public, information pertaining to a student. A Library Technician is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The employee is expected to work independently and as a team member of both the School-based staff and the school-division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Library Technician

The salary grid for the Library Technician is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	