



NORTH EAST SCHOOL DIVISION # 200

JOB DESCRIPTION

POSITION TITLE: Library Technician (certified & non-certified)

**REPORTS TO: School Principal
Indirectly: Coordinator of Learning**

Purpose:

The Library Technician is responsible for cataloguing and classification of library material, for assisting staff and students in the provision of materials and services, and for the organization and maintenance of the library.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma from a provincially recognized institution or equivalent.
- Completion of Library Technician Diploma from a recognized post-secondary institution would be an asset.
- 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 experience in the field of education or a library

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
- Knowledge of library circulation and cataloguing processes
- Keyboarding accuracy
- Strong interpersonal and communication skills, both verbal and written
- Ability to display initiative and be adaptable
- 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:

- Perform all duties associated with circulation of library materials including but not limited to issuing and receiving materials, re-shelving books and materials, assisting library users in accessing library materials and making interlibrary loans and mailing overdue notices.
- Perform clerical activities such as manual and electronic filing and data entry.
- Prepare displays.
- Assist with supervision of student and community volunteers in the learning library.



- Laminate, repair, and process library materials.
- Assist students and staff in the use of technology and digital resources.
- Maintain computer-based circulation and cataloging protocols within and between schools.
- Assist teachers and students in the location and use of library materials such as dictionaries, encyclopedias, almanacs, indexes, handbooks, directories, and yearbooks in both print and digital format.
- Assist staff in the gathering of materials for reading and research periods, units of work, and resource-based learning.
- Catalog resources into school division database management applying Dewey Decimal classification systems.
- Conduct and maintain a comprehensive inventory and weed materials.
- Budget and purchase materials and consumables based on your school's purchasing process.
- Maintain learning library circulation systems such as editing title and copy records and reviewing patron records.
- Keep anecdotal records of student's daily activities when requested.
- Develop and maintain an attractive and organized learning library.
- Be knowledgeable of and follow NESD and 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.
- Attend meetings as requested for school staff and school division librarians.
- Other duties as assigned by the School Principal

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 Tech & Library Tech - Cert



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

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

Approved By:	Heather Shwetz, Superintendent of Human Resources
Date Approved:	June 2024
Reviewed:	