

476 LIBRARY TECHNICIAN

Identifying Information

Position Title: Library Technician

Classification Title: Support Staff

Department: School Based

Reports to: Principal

Position Supervises:

Basic Function

Provide technical/instructional support in the development and the implementation of an effective library program.

Qualifications

1. Certification from a recognized Library Technician diploma or equivalent experience and education.
2. Proficiency in Destiny or a current automated library software.
3. Strong technology skills and ability to operate within Google Suite.
4. Experience working with school-aged students in a school setting.
5. Excellent communication skills.
6. Flexibility.
7. Ability to problem solve with good decision making skills.
8. Ability to work independently and as a team member in a multi-faceted, high-paced environment.
9. Interpersonal skills.

Major Duties and Responsibilities

1. Maintain an accurate catalogue file and check-out system.
2. Within the budget allocated by school administration, order new books and materials in consultation with the school administration and teaching staff.
3. Assist students and staff, upon request, in locating and utilizing library/ learning commons materials.
4. Encourage students and/or staff to understand how to use the library (e.g. check-in and check-out of books, finding appropriate books, shelving books, care of books, etc.).
5. Ensure the Library/Learning Commons environment is well organized, inclusive and welcoming.
6. Research and compile collections of books for teachers for various projects and themes being studied in the classrooms.
7. Maintain an orderly system for book collection and penalty payment for late, lost or damaged materials.
8. Repair damaged materials.
9. Maintain technology and audio-visual storage and distribution system.
10. Additional duties as delegated by the Principal or designate.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: September 2020
Amended: April 2023