

**Position:** Library Assistant

**Department:** School Library

**Reports To:** School Principal

## **JOB SUMMARY**

To contribute to the overall goals and objectives of the Division and individual schools by assisting students, staff, and volunteers in effectively utilizing library resources and materials to become competent users of information. This position also involves performing clerical duties in support of the school library, including the selection, requisition, online cataloguing, and processing of library resources and materials.

## **PRIMARY RESPONSIBILITIES**

### **Assistance and Guidance:**

- Assisting students and staff in the use of reference tools, computer research, and in accessing and selecting materials and information from the library.
- Providing guidance, direction, and training to volunteers.

### **Material Management:**

- Organizing, processing, and maintaining library resource materials.
- Utilizing the division's library software for inventory, circulation, classification, and cataloguing of library and instructional materials.
- Selecting and requisitioning library resource materials as per policy and within budget.
- Performing clerical duties such as filing, typing, book repair, book labeling, and reception, to support the school library.

### **Library Environment & Development:**

- Promoting and maintaining the general appearance of the library.
- Participating in relevant professional development activities on an ongoing/regular basis.
- Maintaining a positive learning environment through shared responsibility for supervision.

### **Other Duties:**

- Performing other job-related duties as required.

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## **POSITION QUALIFICATIONS**

### **Required Education and Experience**

- Minimum education requirement is Grade 12 or equivalent.

### **Required Knowledge, Skills, and Abilities**

- Proficient in information technology, computer, and software application, as well as secretarial or clerical skills.
- Well-developed communication skills.
- Commitment to being trained in the division's library software.
- Understanding of and an ability to appropriately deal with and maintain confidential information.
- Ability to be flexible and adjust to changing work assignments.
- Ability to work independently and as part of a team.
- Ability to relate to and work with students.

### **Preferred Qualifications**

- Knowledge of library systems and procedures.
- Completion of courses, training, or a diploma/degree program in library systems and procedures.
- Completion of technology courses and/or training in a variety of applicable technology programs and software.
- Training or experience working with the division's library software.
- Experience working in a library setting.

## **COMPETENCIES**

### **Organizational**

- **Teamwork and Collaboration:** Demonstrates the ability to work cooperatively and effectively with colleagues, Division staff, and external parties to achieve school-wide goals.
- **Communication:** Communicates clearly and respectfully with students, staff, and families in a fashion that is responsive to inquiries and feedback.
- **Flexibility and Adaptability:** Adjusts effectively to changing work assignments, priorities, and environmental conditions.
- **Commitment to Learning:** Demonstrates self-motivation to engage in professional development and apply that new knowledge to the role.
- **Cultural Competency:** Promotes inclusivity and respects diverse perspectives.

**Role Specific**

- Information and Digital Literacy: Capable of teaching students and staff to locate, evaluate, and use information effectively.
- Instructional Support: Collaborates with teachers to support curricula through library resources.
- Technology Integration: Uses and promotes digital tools and systems to enhance learning.
- Collection and Resource Management: Maintains a diverse, current, population reflective, and accessible library collection.
- Leadership and Advocacy: Promotes the library's role in student success and lifelong learning.

**WORK CONDITIONS****Physical Demands**

- The role requires the incumbent to be physically fit and capable of lifting boxes and equipment up to 10 kilograms.
- The intensity of physical effort is low to moderate, with tasks such as standing and occasionally rearranging furniture or shelving for events or displays.

**Environment**

- The role involves sustained attention to detail for cataloging and researching.
- There is a minor risk of injury, harm, or illness.
- The incumbent works in a team environment but is also expected to work well independently and adjust to changing work assignments.
- The position requires creative thinking for programming, displays, and instructional support.
- The librarian can expect frequent interruptions from students, staff, and technology issues.