

Effective Date: May 23, 2000 Reviewed: August, 2019

LIBRARY ASSISTANT

PURPOSE:

This position performs a variety of library related duties. This position is typically the sole staff member in the resource centre. Working in cooperation with administration and teaching staff, as well as other library staff, this position oversees the day-to-day operation of the resource centre to ensure a well-organized and accessible library collection.

This position reports directly to the Principal and indirectly to the Superintendent of Schools.

DUTIES AND RESPONSIBILITIES:

- \Rightarrow Perform daily circulation duties, maintain shelves and materials in proper order, and ensure work areas are neat.
- \Rightarrow Perform routine clerical and support functions.
- \Rightarrow Compile and print overdue letters to staff and students.
- \Rightarrow Process library resources and materials received.
- \Rightarrow Edit and maintain cataloguing information in the library database and perform an annual computer based inventory of all resources in the automated database.
- \Rightarrow Perform or assist with the acquisition of library resources and inform staff and students of newly acquired resources.
- \Rightarrow Assist teachers and students in the location, use, and gathering of resource centre materials and with library research skills.
- \Rightarrow Assist in the supervision of students and volunteers in the resource centre.
- \Rightarrow Prepare displays of interest for staff and students on a seasonal, thematic, or project basis.
- \Rightarrow Assist with weeding of materials from the resource centre using appropriate methods and prepare weeded materials for sale or recycling.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- \Rightarrow Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- \Rightarrow Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12.
- \Rightarrow Previous library training or experience would be an asset.



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REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

KNOWLEDGE, SKILLS & ABILITIES:

- \Rightarrow General knowledge in the operation and basic maintenance of automated library systems.
- \Rightarrow Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- \Rightarrow Ability to apply the Dewey decimal classification systems and Sears subject heading schemes.
- \Rightarrow Ability to establish and maintain effective working relationships with all staff, students and the public exercising excellent interpersonal and communication skills.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- \Rightarrow Ability to maintain accurate records and documentation.
- \Rightarrow Ability to understand and carry out oral and written instructions.
- \Rightarrow Ability to prioritize multiple demands.
- \Rightarrow Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- \Rightarrow Must participate in applicable safety training, work-related professional development, inservice, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.



Union: CUPE Local 4195

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SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE FOLLOWING VALUES AND BELIEFS:

- Everyone is a Learner
- Excellence for Every Learner
- Lifelong and Continuous Learning
- Health, Safety and Wellness
- Accountability, Honesty, Integrity and Respect
- A Positive, Healthy and Enjoyable Work and Learning Environment
- An inclusive and diverse workforce and student population

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.