



LIBRARY TECHNICIAN

Position Profile: Library Technician may be utilized for the purpose of assisting the development, organization and maintenance of the library of the school.

Directly Reports To: Principal and/or Teacher Librarian

In-Directly Reports: Library Learning Coach and Deputy Director or designate

Duties & Responsibilities

- Operates and maintains the integrated library system to circulate library materials, generate reports, and complete regular inventories of resources.
- Catalogues learning resources using derived cataloguing and doing original cataloguing when required.
- Organizes, maintains and updates the materials in the library's print, non-print, and electronic collection.
- Selects material for the collection under the direction of the principal, teacher-librarian or teaching staff.
- Processes orders and invoices, interlibrary loan requests, and new materials.
- Provides reference information for both teachers and students and assists in the development of library skills.
- Familiarizes herself/himself with all available community resources and makes teachers and students aware of them.
- Under the direction of the principal, supervises and maintains general order and an atmosphere conducive to student learning.
- Assists and monitors students who utilize the library Internet connection.
- Coordinates the activities of volunteers in the library.
- Creates displays that promote literacy and encourage school library use.
- Publicizes the library program within the school and the community.
- Participates in in-service sessions as required.
- Ensures that student services have priority over other duties during school hours.
- Performs routine clerical functions such as maintaining statistics, word processing, filing and answering phones.
- Operates the equipment associated with the library including duplicating equipment, computers, projectors and assists teachers and students to do the same.
- Performs such other duties assigned from time to time by the principal or designate.

Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
 - A diploma or certificate in a related post-secondary program is required for all permanent employees, however, not mandatory upon commencement of employment. In accordance with *Administrative Procedure 400 – Staff Recruitment and Selection*, if a new permanent employee has not completed the appropriate training, he or she will be required to enroll in a Board approved post-secondary course related to a library program prior to the completion of his/her probationary period. For the purposes of this clause, appropriate training shall be in a related field such as library and information technology.
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Competencies, Skills and Abilities

- **Quality & Organization of Work**
A Library Technician must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**
A Library Technician must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change.
- **Communication**
A Library Technician must communicate effectively to school administration, staff, students, parents and division office personnel. Excellent interpersonal skills along with proven written and oral communication skills are required.
- **Job Knowledge**
A Library Technician must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks. One must demonstrate his or her ability to use a computer to effectively manage and maintain data and records in an integrated library system. The ability to create, manipulate and utilize spreadsheets and word documents would also be an asset.
- **Cooperation & Teamwork**
This position involves working collaboratively with, and under the direction of, the school administration and with other school personnel on a daily basis. Library Technicians must have the ability to work as a team player and work independently with minimal supervision.
- **Attitude**
A Library Technician must display a positive attitude toward others, their work, school and the division.

- **Confidentiality**

At no time should a Library Technician discuss in public information pertaining to employees, students or the operation of the division. A Library Technician is expected to respect the confidential nature of their 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. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protect*.