



Job description

Job title:	Library Assistant	Reference: CUPE 007
Reporting to:	Principal	Date created: October 2018
Work calendar	10 month work schedule Monday to Friday	CUPE

In the day to day fulfilment of this role we expect you to work to our organizational values:

The universal core competencies in line with the values for MHPSD [are](#)

- Compassion
- Honour
- Curiosity
- Courage

Position purpose – an overview of what you’re here to do

The Library Assistant is responsible for ensuring that staff and students are able to access ideas and information in a welcoming environment creating a learning commons approach to the library.

Responsible for assisting students and staff in the use and operation of the school library resources and provide support services to create an effective and positive learning environment for students. Manage and coordinate library resources in a timely and efficient manner.

1.Responsibilities – a summary of what we expect you to achieve:

People and culture

- Work collaboratively with staff in all roles to provide a high level of service helping others to resolve issues
- Build positive relationships with Division users and staff to ensure quality interactions and a supportive environment

Safety

- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations

Duties and Responsibilities

- Assist students, teachers, and parents in the use and operation of the library such as: locate, sign out books, magazines, readers advisory service and computer equipment.
- Perform library procedures such as: shelve books, prepare and check overdue lists, monthly usage statistics, update patron records, discard books and assist with yearly inventory.
- Ensure computers are fully operational and log out and shut down at the end of the day.
- Check holds, place library supplies into inter-school mail
- Check Holding Records Database for new acquisitions, then add or prepare for submission to Follett Destiny Library System.

- Order and keep accurate records of library materials as requested, such as: Chrome Books, iPads, bibliographies, lists of novel studies and related materials, periodical subscriptions and issuing textbooks.
- Reconcile VISA accounts (in absence of Administrative Assistant) and maintain budget for library
- Process materials such as: books, magazines and mail
- Oversee Book Fair such as: selling books, keeping record of cash, preparing cash profit sheet
- Repair damaged books
- Ensure library is kept tidy
- Monitor students using Library facilities and assign tasks to volunteers.
- Utilize software such as: Follett Destiny Library System, MSOffice, School Division Intranet, Docutech Print Centre, Microsoft Outlook
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of learning in all students and ensure equitable access to information
- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction,
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program
- In consultation with the teaching staff, monitor students in the library during the absence of the teacher-librarian or designate to maintain the positive learning environment of the school library. Keep the school library facility open in the absence of the teacher-librarian or another member of the teaching staff.

Optimise processes and practices

- Provide input into continuous improvement practices
- Maintain up to date knowledge of best practice
- Help support and train other Librarian staff

Other tasks

- Complete other tasks, assignments and projects as requested on an ad hoc basis that are within your capabilities or as directed by your supervisor

2.The successful applicant will demonstrate the following knowledge, skills and abilities:

Technical competencies

- Grade 12 or equivalent.
- Excellent computer system experience with programs such as Microsoft Office, Google Docs, and other educational software such as Follett Destiny Library System is an asset.
- Demonstrate electronic search technique skills
- Ability to follow routine verbal or written instructions.
- Ability to work under pressure and complete tasks accurately
- Inventory maintenance skills.
- Ability to complete routine paperwork.
- Knowledge of customer service standards and procedures.
- Ability to read, sort, check, count, and verify numbers.
- Ability to communicate with and provide routine assistance to customers.

- Ability to communicate both verbally and using technology to respond to enquiries.

General Competencies

- Strong planning and organizational skills with demonstrated initiative and resourcefulness in assisting to establish and achieve goals and objectives.
- Able to work with multi-priorities and constant interruptions
- Ability to work independently without direct supervision.
- Able to work to tight deadlines and under pressure.
- Collaborative relationship builder.
- Ability to provide friendly, courteous support to office staff, school staff and general public.
- This is a very high workload environment with an exceptional degree of accuracy required and the ability to deal with constant interruptions and self-prioritization of daily tasks.

3.General Position Information

Position parameters:

Financial Delegations: 0

Number of direct reports: 0

Physical demands:

Any successful applicant will be assessed against their ability to meet the physical demands for the role:

Standing and sitting for extended periods of time, visibility to read typed and written documents, working under high stress and in pressure situations, etc.

Working conditions

General school setting as well as rare (>5%) travel to other locations for the purpose of training and providing assistance to members of the District face to face. Additionally, attending meetings at various locations when needed.

Equipment used to perform essential functions

Including but not limited to computer, telephone, keyboard, mouse, calculator.

4.Performance and Development Planning

Your performance will be measured each year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Each year you and your supervisor will identify the specific objectives, targets and measure which will focus on your continued development and the improvement of your performance

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____