



**POSITION TITLE:**            **LIBRARY TECHNICIAN**

**Reports to:**                **Principal**

**Function/Purpose:**

To be responsible for cataloguing and classification of resource centre material, for assisting in the provision of patron services to staff and students and for assisting in the organization and maintenance of the resource centre.

**Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 diploma.
- A recognized post-secondary Diploma as a Library Technician or equivalent post-secondary education in a related area from a recognized institution as approved by the Board of Education.
- Proficiency in the use of computers such as word processing, database systems.
- Related training or experience in the field of education would be a definite asset.

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- Team building and collaboration
- Working with minimal supervision
- Organizational skills
- Computer literacy in circulation and cataloguing
- Interpersonal and communication skills
- Initiative and adaptability.
- Prioritizing multiple demands.

**Supervision:**

This position does not involve the supervision of staff but does include supervision of students.

**Duties and Responsibilities:**

Without restricting the generality of the description above, the Library Technician shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Catalogue to minimum catalogue standards as provided by Provincial Networking Group (attached).
- Where possible, download MARC records from reputable sources such as National Library of Congress or the National Library of Canada.

- Maintain authority files and cross references.
  - Maintain a comprehensive inventory of resource collections and update annually.
  - Maintain learning resource centre circulation systems such as editing records, adding and deleting patron records, utilities, etc.
  - Use library management program provided in the school.
  - Assist in providing reference services including use of major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories and yearbooks.
  - Assist teachers/teacher librarians in the acquisition of resources, order consumables for library use.
  - Take regular inventory of resources and weed materials as necessary.
  - Keyboard/type a minimum of 35 wpm, with facility in the forms and processes currently used by libraries.
  - Maintain computer-based circulation and cataloguing protocols both within and between schools.
  - Assist teachers and/or students in the location and use of Resource Centre materials.
  - Assist teachers/teacher librarians in the gathering of materials for reading and research periods, units of work, and Resource-Based Learning.
  - Assist teachers/teacher librarians in the delivery of information skills instruction.
  - Assist in the maintenance of the periodical collection.
  - Compile and send out overdue letters to staff and students.
  - Assist in the supervision of students in the Resource Centre.
  - Work with community volunteers in the Resource Centre.
  - Submit and update fame requests for technical support and purchasing as required.
  - Communicate and coordinate with the IT Helpdesk on remote support issues as required.
  - Communicate and coordinate with the Network Support Specialist when onsite as required.
  - Follow basic connection validation procedures to ensure cables are plugged in.
  - Collect or distribute equipment as directed.
  - Visually inspect server room and wiring closet equipment upon request and modify power status as directed (on/off/cycle).
  - Other duties as requested from time to time by the Principal.
- The library technician, with the permission of the school principal, can choose to create a Student Technology Support Team to help them with the break-fix support. This should be a combination of senior students in the school and students from the year below so there is always an experienced group of students to mentor the newest members.
    - Formal training that outlines the expectations for the role, and appropriate behavior and responsibilities will be provided by the library tech.
    - The potential for workplace credit should be explored.

**Judgement, Independence and Client Contact:**

- **Confidentiality**

A Library Technician is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence**

A Library Technician is expected to work independently and take initiative.

- **Working Jointly with Other Staff on Common Assignments or Tasks:**

This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

**Responsibility for Quality of Assigned Work:**

The employee receives only occasional general supervision and is solely responsible for the quality of the assigned work. The ability of staff and students to access required educational resources is dependent on the quality of the work.

New appointees will undergo a ten (10) month probationary period.

**Mission:** Laying the foundation for success.

**Vision:** One student at a time.