

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **LIBRARY ASSISTANT**

Reports to: **Directly: Teacher Librarian**
 Indirectly: Principal

General Description:

The Library Assistant is responsible for the organization and maintenance of the School Resource Centre including a variety of clerical duties and the provision of patron services to staff and students.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma
- Proficiency in the use of computers such as word processing, database systems.
- Related training or experience in the field of education or libraries 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
- displaying a positive attitude
- organizational skills
- library clerical skills
- literacy in circulation and resource processing
- interpersonal and communication skills
- initiative and adaptability
- prioritizing multiple demands.
- Personal interest in and knowledge of books would be a definite asset.

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

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

1. Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff, students and the public.
4. Be knowledgeable and supportive of applicable Board policies.
5. Assist in maintaining a comprehensive inventory of resource collections and update annually.
6. Use database management systems and word processing packages.

7. Assist in providing reference services including use of major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories and yearbooks.
8. Assist teachers/teacher librarians in the acquisition of resources, order consumables.
9. Process resource material (shelving, filing, laminating, repairs, etc.)
10. Assist in regular inventory of resources and weeding materials as necessary.
11. Maintain computer-based circulation protocols both within and between schools.
12. Assist teachers and/or students in the location and use of Resource Centre materials.
13. Assist teachers/teacher librarians in the gathering of materials for reading, research, units of work, and Resource-Based Learning.
14. Assist teachers/teacher librarians in the delivery of library skills instruction.
15. Assist in public relations, including planning and implementing visual displays and programs.
16. Work with volunteers in the library.
17. Maintain audio-visual equipment including a repair process.
18. Maintain the vertical file and periodical collection.
19. Compile and send out overdue letters to staff and students.
20. Assist in the supervision of students in the Resource Centre.
21. Attend staff and other meetings as required.

Judgement, Independence and Client Contact:

• **Confidentiality**

At no time should a Library Assistant discuss in public information pertaining to a student. A Library Assistant is expected to respect the confidential nature of the 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.

• **Independence and Interdependence**

A Library Assistant is expected to work independently and interdependently. This position involves working jointly with students, other staff, teachers and school-based administration on a daily basis.

Responsibility for Quality of Assigned Work:

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern. The ability of students to access required educational resources is dependent on the quality of the work.