



Resource Distribution Technician

Position Profile:

The Resource Distribution Technician will support and assist in the organization, delivery and maintenance of the resources necessary for students, staff and effective school operation. This position is a valuable member of a team who collaborates to promote student learning, well-being and success.

Directly Reports To: Superintendent of Curriculum, Assessment and Instruction

In-Directly Reports: Centralized Librarian

Duties & Responsibilities

The Resource Distribution Technician shall perform such duties and responsibilities as assigned including but not limited to the following:

- Develop a schedule for division wide deliveries and communicate this schedule to GSEC employees and school-based staff.
 - Deliver items to schools and other locations as directed.
 - Operate the library information system to circulate library materials and tech devices to remote learners.
 - Assist the library technician of the GSSD Centralized Library with the distribution of inter-library loan materials, textbooks, and other learning materials.
 - Processing interlibrary loan requests, and new materials.
 - Informing the curriculum consultant or designate of any issues that may hamper the functioning of division wide delivery of resources.
 - Coordinating and preparing resources for distribution to schools.
 - Supporting Home Schooling, Remote Learning and Distributed Learning with photocopying and resource distribution.
 - Operating the equipment associated with the centralized library including duplicating equipment, computers, projectors and assists with administrative tasks
-

Knowledge, Skills and Abilities

- **Quality & Organization of Work**
Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. The Resource Distribution Technician must demonstrate their

ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

A Resource Distribution Technician must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem-solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

- **Communication**

A Resource Distribution Technician must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Excellent interpersonal skills is required. This position must be a positive representative of the Good Spirit School Division

- **Job Knowledge**

- Be knowledgeable and supportive of applicable Board and Division policies and procedures.
- In depth understanding of current library practices
- Safe operation of a fleet vehicle

- **Cooperation & Teamwork**

Must be able to work with staff and provide appropriate information and support in a timely manner. The position must have the ability to work as a team player as well as work independently with minimal supervision. Collaborating with the Curriculum Consultant and Centralized Librarian to support resource allocation across the school division is essential.

- **Attitude**

A Resource Distribution Technician must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children. The position promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.

- **Confidentiality**

At no time should Resource Distribution Technician discuss, in public, information pertaining to employees, students or the operation of the division. All employees are 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 Protection of Privacy Act*.

Updated: July 2021

Qualifications:

- Valid Saskatchewan driver's license
- Minimum Grade 12 Diploma or equivalent
- Experience with Microsoft Office, learning management platforms such as Google Classroom, and library information systems
- Experience with a variety of tech devices such as smart phones, tablets, laptops, Chromebooks, and networks including wifi

Knowledge, Skills and Abilities:

- Ability to lift 50 pounds
- Effective communication skills with the ability to forge positive relationships with a variety of educational partners and employee groups
- Excellent analytical and problem-solving skills
- Strong interpersonal and communication skills, both verbal and written
- Excellent listening skills with the ability to respond to requests in a timely manner
- Ability to work independently with minimum supervision
- Ability to function as part of a team
- Ability to prioritize and manage multiple demands
- Self-directed as well as goal-oriented with an attention to detail

Competencies

- Shows commitment to the organizational vision and foundational statements by acting in accordance with organizational expectations.
- Accomplishes goals and strategies while complying with school division policies, procedures, and practices.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern.
- Demonstrates reliability and integrity.
- Displays a positive attitude toward others, their work, schools and the division.
- Provides excellent service to customers (internal and external) by displaying professional and respectful behaviors with timely proactive responses.
- Respects the confidential nature of the position and will keep in confidence any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP).

Working Conditions:

- Out-of-Scope
- 20 hours per week in accordance with the Library Technician calendar
- Valid Saskatchewan Drivers' License is required and clean driving abstract