

## **LIBRARY TECHNICIAN** April 2024

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**Position Profile:** The Library Technician is 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.

**Directly Reports To:** Principal

**In-Directly Reports:** Curriculum Consultant and Superintendent of Learning

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### **Duties & Responsibilities**

#### **Program Development and Environment**

- 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.
- Facilitates interlibrary loan requests.
- Provides reference information for both teachers and students and assists in the development of library skills.
- Shelves library materials and rearranges furniture to create promotional displays.
- Required to move and lift boxes of books.
- Sitting, standing, and walking are required to regularly complete daily tasks such as circulation desk duties, shelving, and supporting students with resource selection.

#### **Fiscal Responsibility**

- Selects material for the collection and manages budget with guidance from a resource team consisting of the Administrator and members of the teaching staff.
- Processes orders and invoices of new materials.

#### **Communication and Community Relations**

- Under the direction of the principal, supervises and maintains general order and an atmosphere conducive to student learning.
- Coordinates the activities of volunteers in the library.
- Creates displays that promote literacy and encourage school library use.
- Publicizes library activities within the school and the community.
- Familiarizes themselves with all available community resources and makes teachers and students aware of them.

- Participates in professional development as required.
- Ensures that students have priority over other duties during school hours.
- Performs such other duties assigned from time to time by the principal or designate.

## Professionalism

- Positive representative of their school and the Good Spirit School Division
- Establishes and maintains positive, professional working relationships with all school division staff.
- Demonstrates a high commitment to the needs of the students.
- Promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.

## Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
- In accordance with *Administrative Procedure 438 Certification of Staff*, casual, temporary, and permanent staff (Educational Assistants, Administrative Assistants, Library Technicians, Facility and Transportation Trades) are encouraged to have the appropriate training within their job classification. A Diploma or Certificate in an approved post-secondary program from a recognized institution will be accepted for certification purposes as identified in Article 4. Employees who are deemed certified will be recognized accordingly on the applicable salary grid. Employees who have completed a bachelor's degree or diploma will be required to complete additional courses as identified in AP 438.

## 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 their skills and knowledge to perform the required tasks. One must demonstrate their 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 daily. 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 Protection of Privacy Act*.