



School Librarian

Posting #: 118	Assignment: Temporary (Term) - Part Time	
Posting Date: April 22, 2024	Location: Dawson Trail School	
Salary Range: \$19.90-\$21.79 /hr	Closing Date: : May 3, 2024	Start Date: September 3, 2024

Other Information: Assignment is 3.5 hrs/day. Expected to continue until June 27, 2025 or upon return of incumbent.

Responsibilities:

- Assist students in accessing books, films, photographs, maps, document, electronic materials, and other library materials including performing manual, on-line, and interactive media reference searches
- Provide office support one day per week as a School Secretary (greeting visitors, answering phones, directing inquiries, etc.)
- Administration of the circulation desk
- Assist in the selection of material
- Classify, input, and edit information within the computerized catalogue system
- Maintain records of all audio-visual supplies and equipment orders and keep track of regular maintenance of such equipment
- Other related duties as assigned

Qualifications:

- Preference will be given to applicants who possess an approved Library Technician Certificate or who are currently enrolled in a library technician course
- Previous experience in a school-based environment would be preferred
- Demonstrated ability to work independently and as part of a team
- Strong interpersonal, communication, and organizational skills
- Demonstrated ability to work co-operatively with staff, students, and parents and the ability to promote the library and reading as a leisure activity
- Demonstrated proficiency in the use of personal computers and related software applications
- Knowledge of library material tracking software would be considered an asset
- First Aid & CPR Certification would be considered an asset

As a condition of employment, all new hires must complete a satisfactory criminal record check with vulnerable sector search, and child abuse registry check as part of the hiring process.

Salary & benefits for this position will be administered in accordance with the SRSD/Secretary & Library Technician collective bargaining agreement (CBA).

★ **Please include the job posting number in the subject of your email.**

Interested candidates are invited to submit a cover letter and resume, along with three (3) references on or before 4:00 PM on the closing date to:



Human Resources & Karen Thiessen - Principal
Dawson Trail School
Email: humanresources@srsd.ca & karen.thiessen@srsd.ca

Note: We thank all applicants for their interest, however, only those selected for an interview will be contacted.
Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

Seine River School Division welcomes diversity in the workplace and encourages applications from all qualified candidates.