



P.O. BOX 89 ILE-A-LACROSSE, SASKATCHEWAN S0M 1C0
PHONE (306) 833-2141
FAX (306) 833-2104

LIBRARY ASSISTANT JOB DESCRIPTION AND QUALIFICATIONS

Position Summary

The library assistant is responsible for the organization and maintenance of the library and for providing assistance and encouragement and to enhance the quality of instruction for students and/or groups of students in providing appropriate education experiences. Provide resources and assistance to teachers.

Objectives

1. To increase participation opportunities by students, individuals and teachers within the learning sector of education.
2. To ensure direction and support for students and teachers requiring assistance.
3. To establish communication, work ethics, teaching and support to educate and help the learning capabilities of individuals and/or groups.
4. To help individuals and/or groups achieve a higher level of education.
5. To increase the learning capacity by providing skill development opportunities to young members of the community.
6. To promote education and recreation programs as a positive wellness alternative and an important foundation for quality family life and community spirit.
7. To identify individual and/or group needs and prioritize target groups.
8. To provide input into educational resources.
9. Monitor and evaluate the development of programs and services used to promote the capabilities of learning within the library.
10. Order and maintain age appropriate reading materials.

Reporting Responsibilities

The immediate supervisor is the Principal of the school or designate. This position does not involve the supervision of other staff.

Duties

The duties may be altered or changed to maintain efficiency in the program and educational responsibilities, at the discretion of all parties involved. The duties below are not restrictive to the employment and position.

1. Process books, texts and teacher resource materials before disseminating them to classroom teachers or students.

2. Maintain order and shelving of books, materials, equipment, etc. Repairs all materials and/or request assistance of repairs as necessary within the library environment.
3. Work with the principal, teachers, parents, community members, the School Division and supporting partners in implementing and coordinating material and suggestions within the library.
4. Assist in the development of the library.
5. Open and process all library mail.
6. Order resource materials, books, texts, computer software and other resources required for the library through the use of the purchase order system.
7. Issue and maintain record keeping of library permissions and usage (library cards).
8. Enforce library rules, policies and procedures.
9. Supervise all individuals using the library and computer room.
10. Schedule and maintain the daily planning within the library.
11. Help carry out goals and objectives for each student, classroom, teacher, principal's and the school division.
12. Work with parents whenever possible.
13. Participate in workshops to upgrade resource skills.
14. Based on the needs of the individual or group, to provide assistance in accessing library materials.
15. Assist in developing a positive, caring and supportive culture and climate in the school, the community and within the program.
16. Encourage community, parent and student involvement to participate effectively in activities.
17. Communicate effectively to co-workers, students, parents, community members and others who may be involved in the education of individuals.
18. Perform public relations.
19. Follow guidelines and policies as adopted and directed by administration, the School Board, the Board of Education and government agencies and legislation.
20. Other duties as necessary and assigned by administration, the School Board, the Board of Education and government agencies and legislation.

Requirements and Skills

The qualifications, knowledge and education must be acceptable to the Ile-a-la Crosse School Division No. 112. Requirements to maintain employment must be presented and acceptable to the School Board. Sufficient time will be given to candidates who may need to acquire qualifications, knowledge and education if necessary.

Requirement - Education and Training

1. Grade 12 or equivalent academic standing from a recognized educational institution.
2. Certificate or equivalent post -secondary education, and credit received for library technician or training as a library assistant is an asset and given priority status.
3. Training and experience from prior employment, a certificate or letter of reference from an accredited facility is an asset.
4. Proficiency in the use of computers and software such as word processing, circulation and cataloguing.

Requirement - Policy

1. A currently validated and clear criminal record check.

Skills

1. Can work independently with little or no supervision.
2. Good health, self-motivated and energetic.
3. Ability to work with students, staff and community in a patient manner.
4. Ability to work in a cooperative manner to ensure appropriate flow of information and decision making.
5. Develops professional and community relationships in support of the program/library and participants.
6. Ability to prioritize work in order of importance and time frames.
7. Ability to maintain confidentiality regarding student, individuals, school matters and within the program/library.
8. Possess a positive attitude.
9. Excellent written and oral communication skills.
10. Capable of problem solving.
11. Knowledge of various library aide techniques.
12. Ability to use computers.

Working Conditions

1. Sitting, standing, bending, reaching and typing is required. Physical body effort.
2. Good writing and verbal communication.