SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION	POSITION
Clerical	Technical Assistant - Library Learning Commons

SUMMARY
Under the limited direction of a Teacher Librarian or Administrator(s), provides support to the operation of a school Library Learning Commons and supports all students with the programs and strategic directions of the school within a Library Learning Commons environment.

DUTIES
- Supports the Teacher Librarian in assisting all students, including those with special needs, in carrying out their educational plans
- Supports the Teacher Librarian in assisting students using assistive technologies to help them access information for their inquiries
- Assists in the maintenance and development of the Library Learning Commons web page
- Assists in the development of appropriate promotional and marketing strategies which may include the design and production of static and electronic posters, bulletin boards, or displays to advertise library events
- Supports the Teacher Librarian with grant applications or other fundraising opportunities
- Assists staff and students in the use of e-resources, digital media, online databases, digital equipment, and other audio visual equipment
- Maintains and circulates audio-visual and digital equipment
- Uses standard library practices in accordance with accounting, acquisition and processing procedures
- Organizes and maintains the collection organization including filing, shelving, and inventory
- Organizes and maintains the circulation and repair of learning resources
- Produces original and copy cataloguing using the Dewey Decimal Classification system and Sears Subject Headings in library software
- Assists in performing basic collection development and reader guidance services including a needs analysis, collection assessment, and de-selection
- Monitors and assists students in the Library Learning Commons
- Recruits, monitors and assists volunteers and student assistants
- Assists, advises and directs staff and students to appropriate materials
- Performs routine clerical and technical tasks
- Liaises with other library support staff, school and district IT staff and software developer
- Monitors and ensures all library resources are in the software database
- Repairs and maintains learning resources

* Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS
- Grade 12
- Two years' related experience including a minimum of one year experience working with children and youth
- One year certificate in Library Technology (or equivalency)
- Minimum word processing speed of 40 W.P.M.

- Working knowledge of computer-based library equipment and school based student information and learning management systems
- Proficient knowledge of word processing and spreadsheets
- Working knowledge of computer based library equipment (E.g. Evergreen)
- Strong communication and problem-solving skills

* Or an equivalent combination of training and experience.

DATE

April 2023