SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

Job Posting: Posting Detail

**Posting:** C2627/101 **Description:** LLC Technician
**Start Date:** Sep 8, 2026 **End Date:**
**Posting Date:** Aug 27, 2026 **Closing Date:** Sep 2, 2026 – 4:00pm

| Location | Position | Assignment Type | Hours |
|---|---|---|---|
| SIDES | LLC Technician | Continuing | 21 |

**Location:** Beaver Lake campus

**Current Shift:** 8:30am- 4:09pm Tuesday, Thursday, Friday

**Days of the week may be flexible depending on school need, though they are highly unlikely to be consecutive**

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Additional minutes per day are included in the 'Current Shift' schedule above, which staff are expected to work daily in lieu of the spring break closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding -Spring Closure Week.

**Pay Rate:** $31.31

## JOB DESCRIPTION

**CLASSIFICATION**
Clerical

**POSITION**
Technician - Library Learning Commons

**SUMMARY**
Under limited direction of a Teacher Librarian or School Administrator, coordinates and maintains all technical aspects of a school Library Learning Commons and supports the programs and strategic directions of the school Library Learning Commons.

**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
- Participates 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 the Teacher Librarian in budget development
- Helps staff and students in the use of e-resources, digital media, online databases, online booking systems, digital equipment, and other audio visual equipment
- Processes new books including stamping, adhering barcodes, printing spine labels, covering and attaching dust jackets, and adding appropriate classification stickers.
- Organizes and maintains the collection including filing, shelving, shelf reading, reclassifying, performing routine inventory, running collection reports, and following up on overdues.

- Produces original and copy cataloguing using MARC record entries, the Dewey Decimal Classification system, and appropriate subject headings from the Local Subject Headings Authority List, as well as Sears Subject Headings. Adds new items and updates holdings in the catalogue.
- Assists with collection development, needs analyses, collection assessment, and collection de-selection of materials.
- Monitors and assists students in the Library Learning Commons
- Recruits, monitors and assists volunteers and student assistants
- Provides reader's advisory services to assist, advise and direct staff and students to appropriate materials.
- Performs routine clerical and technical tasks using equipment such as the photocopier, computer, printer, etc.
- Liaises with other library support staff, school and district IT staff and software developer (e.g. submitting HelpDesk tickets for technology issues).
- Monitors and ensures all library resources are in the software database
- Repairs and maintains learning resources
- Runs daily and annual reports including overdues for teachers/staff and classes and accounting, inventory, and other reports as needed.
- Maintains library budget records, file invoices, and liaises with the school accountant to process payments or address other issues.
- Purchases library supplies and consumables as needed.
- Checks in and checks out library resources at the circulation desk.
- Processes holds, requests, and interlibrary loans throughout the district

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

**QUALIFICATIONS**

- Grade 12
- Four years' related experience including a minimum of two years' experience working with children and youth
- Two year college diploma in Library Technology or university level training in Library Science or equivalent
- Working knowledge of Integrated Library Systems (e.g. Sitka Evergreen), library equipment and school based student information and learning management systems (e.g. Google Classroom). Proficient knowledge of Word, Excel spreadsheets, Powerpoint, Google Slides, GSuite, Google Drive, and other office software. Minimum word processing speed of 40 W.P.M.
- Strong communication and problem-solving skills
- Demonstrated ability to work collaboratively in a team environment
- Demonstrated ability to understand and implement library procedures
- Demonstrated ability to exercise independent judgment

** Or an equivalent combination of training and experience.*

**DATE**

April 2023