

**School District No. 53 (Okanagan Similkameen)
Job Description**

JOB TITLE: LIBRARY ASSISTANT

JOB NUMBER: 111

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, and the guidance of the teacher librarian or classroom teacher(s), the library assistant supports the day-to-day operation of the library.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. assist students and staff in locating and selecting resources;
2. sign resource material in/out and receive/receipt overdue charges;
3. take inventory, place orders and receive/verify shipments and invoices;
4. general clerical duties including preparing, processing, organizing, filing and maintaining library resources and school office documents;
5. supervise students, identify issues of concern and, depending on severity, either resolve or report to principal;
6. keep current by participating in job-related training and staff development;
7. communicate positively and effectively, and interact as a collaborative and consultative team member;
8. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
9. maintain confidentiality; and
10. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 including relevant computer courses;
2. six months relevant office experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 45 wpm;
4. demonstrated knowledge of software including word processing and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.