OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

POSITION VACANCY

November 26, 2026

POSTING NO. C77-2026/27	**LIBRARY ASSISTANT** 12 hours per week – regular Commencing January 4, 2027 On days when school is in session
LOCATION:	Cawston Primary School
CLOSING DATE:	December 3, 2026 at 1:00 pm It is the **responsibility of the applicant** to ensure their application is received at the School Board Office by the closing date.
WAGE:	Job 111 - pay grade B per Collective Agreement
DUTIES AND REQUIRED QUALIFICATIONS:	Per attached job description

Please forward application to employment@sd53.bc.ca **OR** fax 250-498-4070

INTERNAL APPLICANTS: If applying for a position different from the one you currently hold include information to demonstrate how your skills/education/experience correspond to the job description qualifications and provide relevant documentation.

EXTERNAL APPLICANTS: Information can be found at https://www.sd53.bc.ca/apps/pages/ApplicationGuidelines

Distribution: all sites (for immediate posting) and CUPE Local 523

Okanagan Similkameen School District No. 53
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.

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 documents;
5. supervise students, identify issues of concern and, depending on severity, either resolve or report to principal;
6. participate 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 or equivalent, including relevant computer courses;
2. six months' experience working with children in a structured program or school setting;
3. demonstrated ability to keyboard accurately at 45 wpm;
4. demonstrated knowledge of software including word processing and databases;
5. ability to take direction from supervisor(s) and 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.

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