



Grande Prairie ^{and District} Catholic Schools

Job Description

ASSISTANT LIBRARY CLERK

Date Created	June 2018
Date Amended	

Reports To

School Principal or designate

Summary

The Assistant Library Clerk provides services in the operation of the school library. The position also provides accurate on-line cataloguing and processing of library resources and materials.

Qualifications

Formal Education

- High School Diploma
- Related diploma is preferred

Experience

- Experience working with children
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

Competencies

- Knowledge and/or training in Library classification
- Computer skills (current library software, Windows, Internet, Microsoft Office)
- Understanding of Google platform
- Understanding of and able to use Social Media platforms for educational purposes
- Understanding of emerging technologies including SmartBoards, iPads, MacBooks, Chromebooks, Chromecast and Apple TV
- Audio-visual training a preferred asset
- Effective interpersonal and communication skills
- Effective organizational skills
- Able to work independently

- Time management skills
- Effective written and oral communication skills
- Shows initiative, but able to take direction
- Works cooperatively with others including teachers, students, staff and school administration
- Detail oriented

Duties and Responsibilities

Technical/Clerical Services

- Accurately catalogue all library materials
- Maintain up to date records on the current system
- Enter bibliographical records for all library materials
- Handle library correspondence
- Maintain circulation, loss and damage statistics, and billing when appropriate for lost items
- Conducts inventory of library collection
- Manages the technology tools within the school (MacBooks, iPads, Chromebooks, etc.)
- Work with the Information Technology Department to update and maintain the automated library system
- Receive and process materials for circulation
- Cover and repair resource materials
- Maintain a working relationship with the Information Technology Department
- Customize library databases
- Assist in the selection of library resource materials
- Maintain and update patron records
- Provide input on any new library systems under consideration
- Responsible for shelving of resources

Audio Visual Services

- Monitor the circulation of all AV equipment from the library
- Perform preventative maintenance, minor repairs and cleaning of all AV equipment in the library
- Maintain records of all AV equipment parts and supplies

Reference Services

- Assist teachers and students in locating materials and equipment
- Assist students in locating basic reference information
- Demonstrate the use of the computer look-up stations for staff and students
- Arrange for inter-library loans as required

Support Services

- Provide direction and guidance to staff, students and volunteers

- Attend applicable training sessions provided by the District
- Maintain a neat and orderly space
- Organize, promote and operate book fairs
- Other duties as assigned

Work Conditions

- Frequent bending, lifting, carrying heavy objects

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____