

## LIBRARY ASSISTANT – (TEC01A)



PAY GRADE 3

Position/Title: \_\_\_\_\_ Department/School: \_\_\_\_\_

Reports to: \_\_\_\_\_ Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### Function and Purpose of Position

Under the direction of the teacher-librarian, the Library Assistant assists students, teachers, and support staff in utilizing the learning resources available within the library and school. To reach this objective, the Library Assistant will assist the teacher-librarian with some of the aspects of the library.

#### Activity A: Circulation Services

- Input and monitor library loans and returns daily
- Compile daily and/or weekly overdue lists and distribute to appropriate teachers
- Maintain statistics and compile data for circulation reports
- Request and facilitate the circulation of learning resources from LRSC
- Shelf books and periodicals to appropriate places
- Assist teachers in gathering resources for unit planning
- Contact parents regarding overdue materials, as necessary

#### Activity B: Assistance to Staff and Students

- Provide guidance to students in locating materials
- Supervise students regarding internet usage
- Assist students working on the internet

#### Activity C: AV Equipment and Computers

- Dust and clean computers and AV equipment
- Trouble-shoot computer and AV equipment problems
- Maintain booking schedule of AV equipment

#### Activity D: Purchasing and Budget

- Assist the teacher-librarian to receive, check and process new books and materials

### **Activity E: Clerical Duties**

- Schedule library times
- Monitor lost book accounts

### **Activity F: Technical Services**

### **Activity G: Library Maintenance**

- Repair and weed library material
- Maintain vertical files
- Maintain the appearance of the library
- Ensure books and materials are properly filed on the shelves

### **Activity H: Other Duties**

- Other library duties as assigned
- Supervision duties are included in this position

## **EDUCATION AND EXPERIENCE**

- a) Education:
  - i) High School diploma
  - ii) Supplemented by related courses
- b) Experience:
  - i) Minimum of two (2) years of related experience

**Equivalencies will be considered.**

## **KNOWLEDGE, SKILLS AND ATTITUDES**

- Knowledge of general library operations
- Self-motivated
- Good organizational skills
- A comfortable working knowledge of computers/ the ability to problem solve minor technical problems that may arise
- Good oral and written communication skills
- Good interpersonal skills
- A good sense of humour
- Knowledge of office equipment
- Good health and physical fitness

- The ability to take direction and work independently
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- The ability to deal with the emotional and mental stress of working with large groups of children who are sometimes active and demanding.

## DECISION MAKING

The Library Assistant will use judgement in choosing the most appropriate procedure from several standard alternatives.

## WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the same department as yours will exchange everyday information and may require explanation and interpretation of that information.
2. Employees in the same school will exchange factual or everyday information.
3. Daily communication with students will require explanation and interpretation of everyday information.
4. As directed by the teacher communicate observations regarding health and behaviours to the teacher (as gathered in logs, charts, and data sheets)

Work is performed under frequent or close supervision. Specific directions and instructions are provided during work process.

### **Purpose of Contact:**

- Provide assistance to students in finding and checking out library materials
- Provide assistance to staff in finding and checking out library and audio visual materials

## PHYSICAL DEMANDS

They may be required to routinely lift items weighting up to 10 kilograms.

Some of the unpleasant aspects of the work environment are:

- Contact with infectious diseases
- Noise level
- Deal with difficult and unruly students

## **WORKING CONDITIONS**

Library Assistants work indoors except for some supervisory duties.

Library assistants may have the same holiday schedule as teachers, including a long summer break as well as winter and spring breaks. However, they work on a ten-month contract basis and therefore are not paid during the summer months.

The scheduled hours to be worked will be determined by each specific position.

## **ADDITIONAL INFORMATION**

Library Assistants must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.