

# HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

**POSITION TITLE:**            **LIBRARY ASSISTANT**

**Reports to:**                    Directly:        Teacher/Teacher Librarian  
   Indirectly:     Principal

**General Description:**

The Library Assistant is responsible for the organization and maintenance of the Resource Centre including a variety of clerical duties and the provision of patron services to staff and students.

The Library Assistant shares the responsibility to foster Catholic Christian Gospel values, in particular, hospitality service, community and stewardship.

**Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 diploma
- Post-secondary Library Technician courses or equivalent post-secondary education in a related area from a recognized institution approved by the Board of Education.
- Proficiency in the use of computers
- Related training or experience in the field of education would be a definite asset.

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- team building and collaboration
- working with minimal supervision
- organizational skills
- computer literacy in circulation and cataloguing
- interpersonal and communication skills
- initiative and adaptability
- prioritizing multiple demands
- familiarity with arrangement of libraries (ie. Dewey Decimal and Fiction order)

**Supervision of Staff:**

This position does not involve the supervision of staff.

**Duties and Responsibilities:**

Without restricting the generality of the general description above, the Library Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study;
- Conduct oneself in a manner appropriate to an educational institution that provides services to children;

- Deal tactfully with staff, students and the public;
- Be knowledgeable and supportive of applicable Board policies;
- Use word processing packages;
- Assist in providing reference services including use of major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories and yearbooks;
- Assist teachers/teacher librarians in the acquisition of resources, order consumables;
- Process resource material (shelving, filing, laminating, repairs, etc.);
- Take regular inventory of resources;
- Maintain computer-based circulation and cataloguing;
- Assist teachers and/or students in the location and use of Resource Centre materials;
- Assist teachers/teacher librarians in the gathering of materials for reading and research;
- Assist in public relations, including visual displays;
- Compile and send out overdue letters to staff and students;
- Assist in the supervision of students in the Resource Centre under the supervision of a classroom teacher;
- Attend staff meetings as required.

### **Judgment, Independence and Client Contact:**

- **Confidentiality**

At no time should a Library Assistant discuss in public information pertaining to a student. A Library Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

A Library Assistant is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments to Tasks**

This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

- **Responsibility for Quality of Assigned Work:**

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern. The ability of students to access required educational resources is dependent on the quality of the work.