



JOB DESCRIPTION

Salary Grade: 5

Job Title:	Division:
Library Technician – Elementary Schools	Program and Special Services
Supervisor's Title:	Superintendency:
Principal and Program Coordinator of Library Services	Curriculum and Accountability
Union Status:	Department/Location:
CUPE Local 1328	Elementary Schools

PRIMARY FUNCTION

Under the direction of the Principal and Program Coordinator of Library Services, the primary function of this job is to provide library services in the assigned schools and maintain a professional, inviting and functional library for students at all grade levels in accordance with TDCSB library policies and procedures.

MAIN RESPONSIBILITIES

1. Organize and maintain the Library Resource Centre by:
 - displaying, promoting and compiling learning materials and various sources to support and supplement curriculum programs
 - providing guidance to students on how libraries are organized
 - preparing displays of library resources
 - processing the acquisition of new materials in the library
 - maintaining the orderly appearance of the Library Resource Centre
2. Establish and manage a competent system of administration of the Library Resource Centre to ensure library collection and equipment are properly maintained and repaired by:
 - installing security strips and affixing bar codes; spine labels; school identification and coverings etc.
 - removing unused, outdated and irreparable materials from the collection on a regular basis using the guidelines by TCDSB
 - classifying and cataloguing new library resources/books by using appropriate library coding standards and computer applications as necessary
 - operating/maintaining the circulation system on books, materials and equipment (e.g. processing lending, reserves and renewals etc.)
 - establishing and maintaining follow-up procedures for overdue materials/equipment
 - tracking, generating and distributing overdue notices
 - maintaining the inventory of materials/equipment
 - developing and maintaining a control system for equipment, and arranging for servicing as necessary
 - shelving and/or filing returned materials
3. Work effectively with staff and students in the use of the library resources:
 - providing resources as requested by classroom teachers to support classroom learning
 - assisting students in locating texts and on-line resource materials

Library Technician – Elementary Schools

- providing guidance to students to become effective users of the library resource centre
 - supporting students and staff in the use of the library catalogue and on-line resources e.g. databases
 - assisting the teachers in locating reference materials
 - facilitating book exchange where required
4. Perform a variety of other duties that support the Library Technician function, such as:
- monitoring the activities of the student(s) using the library
 - opening, sorting and filing the library mail (e.g. catalogues)
 - selecting library materials in collaboration with teachers and under the direction of the Principal
 - assist in organizing the book fairs
5. Supervise students in the Library Resource Centre and other locations as required in emergency situations.
6. Perform other duties as assigned by the Principal.

SKILL

- 2 year Community College Diploma in Library Techniques or equivalent
- 6 months – 1 year related and on the job experience

EFFORT

- Complexity of the job is in effectively maintaining the daily operation and organization of the library services and completing various tasks are completed within time limits. Complexity in promoting the effective use of the library resources, making presentations to students as required.
- Visual concentration when using the computer. Physical dexterity in filing and packaging/unpackaging library materials; shelving library materials.

RESPONSIBILITY

- Independence of action in selecting appropriate materials from the available resources

Library Technician – Elementary Schools

- Providing guidance to students using of library services in an orderly manner
- Responding to emergency situations within pre-determined guidelines and procedures
- Mis-shelving of library materials would cause inconvenience to others and/or loss of time to locate the materials
- Contact with principals, teaching and school support staff, parents, volunteers and Board staff for exchange of information

WORKING CONDITIONS

Open office concept.

Constant interruptions from students, teachers and staff. Stress in completing multi-tasks within limited time frame. Stress in having to work at multiple locations.

Management Approval



Date

January 30, 2012

Management Approval

Date

Reviewed by Management

Date

Reviewed by Union

Date

 January 30, 2012