

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Classroom Education Assistant, Library Program

SUMMARY

Under direction, provides support to the operation of a school library, maintains and supports the library operation and learning environment utilizing library software

DUTIES

Under direction:

- Ensures learning resources are appropriately circulated
- Orders, receives, catalogues and prepares new learning resources
- Provides instructional support to students
- Assists, advises and directs staff and students to location and use of relevant learning resources
- Shelves books, shelf-reads and creates displays
- Generates reports, overdue lists and student bar code cards
- Performs routine maintenance of learning resources and equipment
- Culls outdated or damaged resources
- Oversees operation of library in absence of teacher-librarian
- Assists in organizing and carrying out annual inventory

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Demonstrated ability to perform tasks in a computerized work environment
- Demonstrated understanding of library procedures
- Current knowledge of library software
- One year experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team


Or an equivalent combination of training and experience

RELATIONSHIPS


- Responsible to school principal

APPROVED

On behalf of:
School District No. 64 (Gulf Islands)

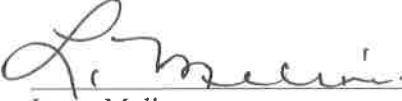


Rod Scotvold
Secretary Treasurer

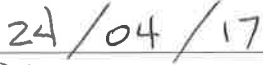


Date

On behalf of:
CUPE Local 788



Larry Melious
President



Date

Classification: Paraprofessional III

JJEC approved date: April 13, 2017