

LIBRARY CLERK

DAILY SUPERVISOR

PRINCIPAL

HOURS OF WORK PER DAY

AS REQUIRED

JOB DESCRIPTION

Under the direction of the Principal, the Library Clerk will process new library resources, assist students and teachers in learning about and using library resources, and supervises students in the library. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the Library Clerk will carry out tasks as assigned by the Principal.

QUALIFICATIONS

EDUCATION:

- Computer courses in library and educational application programs
- Knowledge and experience with library software is recommended

WORK EXPERIENCE:

- Two (2) years experience in a library setting
- Experience in working with students.

TECHNICAL SKILLS:

- Computer/word processing skills
- Use of audio-visual equipment and photocopier

INTERPERSONAL SKILLS:

- Good communication skills
- Patience in dealing with students and teachers
- Behaviour management skills