

LIBRARY TECHNICIAN

DAILY SUPERVISOR

PRINCIPAL

HOURS OF WORK PER DAY

AS REQUIRED

JOB DESCRIPTION

Under the direction of the Principal, the Library Technician 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 Technician will carry out tasks as assigned by the Principal.

QUALIFICATIONS

EDUCATION:

- Two (2) year Library Technician Diploma or Library and Information Technology certificate
- Knowledge and experience with Library software.

WORK EXPERIENCE:

- Thorough experience in library work
- Experience in working with students

TECHNICAL SKILLS:

- Proficiency in the use of library computer programs
- 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