



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: Approved

Date: April 10, 2015

Job Title

Library Resource Assistant

Job Summary:

An employee who, under the supervision of the Teacher Librarian/Principal, provides specialized support for the operation of school library/learning commons.

Job Requirements:

1. Completion of a School Library training program or equivalent experience relating to school library management as approved by the School District.
2. Functions and contributes as a team member and works with other personnel and students in a non-confrontational and supportive manner.
3. Training or experience assisting students and staff with library activities. Assists with supervision of students in the library/learning commons.
4. Works with minimal supervision, maintaining confidentiality.
5. Working knowledge of current library/clerical computer programs and familiarity with equipment, associated hardware and software used by the District.
6. Working knowledge of current digital technology skills such as electronic communication, digital publishing and social media.
7. Performs clerical tasks including but not limited to correspondence, financial transactions, supplies and inventory.
8. Must have understanding and knowledge of safe work practices.
9. Performs other job related duties as may be assigned.

Job Conditions:

1. Work is indoors in clean, well-lighted and heated buildings.
2. Work can be stressful as there are time pressures and interruptions.

Approved: April 2015
On behalf of CUPE Local 748:

A handwritten signature in black ink, appearing to read 'N. L. L. L. L.', is written over a horizontal line.

Library Resource Assistant
On behalf of School District No. 8 (Kootenay Lake):

A handwritten signature in black ink, appearing to read 'S. Morris', is written over a horizontal line.