

Group: CUPE

Title: **Library Resource Assistant**

Dept.: School / Site

Location: School / Site

Position Description:

Library Resource Assistants work under the general direction of the teacher librarian, and under the supervision of the principal/vice-principal. This position offers a variety of duties to support the operation of the school library.

Reports to:

Principal or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Assists with the circulation of books, periodicals, audio, and video materials by checking items in and out, placing hold requests, shelving, maintaining proper order on shelves, and following up on overdue items.
- Assist students and teachers in locating materials.
- Ordering library resources for staff and students.
- Coordinating Scholastic Bookfairs.
- School Office Assistant work.
- Provide teacher support to resource materials for curricular units.
- Support teachers and students during Library-Technology blocks.
- Ensure Library displays are current and updated.
- Library and noon-hour supervision: may include outdoor supervision.
- Support Library scheduling for classes & technology use.
- Update library materials and discard outdated resources.
- Book maintenance and repairs.
- Maintenance, organization, and ordering of Guided Readers & decodables.
- Processing & labeling of all school resources.
- Paper re-stocking in office and copy rooms.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience:

- Grade 12
- A program in office administration including coursework in computerized accounting, bookkeeping, word processing and data processing at the post-secondary level.
- Keyboarding - 50 w.p.m.
- Six (6) months of proven previous clerical work experience.
- Completion of a School Library training program or equivalent experience relating to library management would be an asset.

Skills & Knowledge & Abilities:

SKILLS:

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Customer service expertise, and proficiency in building relationships.
- Strong collaboration and teamwork abilities.
- Proactive and initiative-driven mindset.
- Effective communication, organizational, and time management skills, along with attention to detail.

KNOWLEDGE:

- Knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office, and web-based applications.
- Knowledge and understanding of district processes to communicate effectively to solve practical problems.
- Knowledge and ability to operate and troubleshoot a variety of office equipment.

ABILITY

- Ability to maintain effective working relationships with the public, students, teachers, principals, and other employees, in addition to various outside agencies/suppliers.
- Ability to understand and implement office procedures.
- Ability to organize and prioritize workload with limited supervision including managing requests and problem-solving.
- Ability to convey information and sustain productive working connections.
- Ability to take meeting minutes.
- Ability to establish, organize and maintain accounting, bookkeeping and record-keeping systems.
- Ability to perform tasks requiring extended periods of concentration.
- Ability to handle frequent interruptions while working.

- Ability to adhere to deadlines, including flexibility and adaptability.

RESPONSIBILITY

- Exhibit professionalism and adhere to the district mission, vision and values as outlined in the strategic plan.
- Adhere to District policies, procedures, and safety protocols.
- Manage confidential and sensitive information with discretion and professionalism.
- Work with minimal supervision, following established practices and/or methods.
- Maintain a high level of confidentiality.

WORKING ENVIRONMENT

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Work is indoors in well-maintained buildings.
- Work includes time pressures and constant interruptions in an often-noisy environment.
- Long periods requiring significant concentration.
- High level of contact with students and staff.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

Good working relationships with:

- School District 8 Staff
- Students

Next scheduled revision: Fall 2029

Reviewed: February 28, 2025
Reviewed: April 10, 2015