

ROLLING RIVER SCHOOL DIVISION REGULATION

Library Clerk Job Description

GDAZ/R

Position Title: Library Clerk

Reports To: School Principal

Job Purpose and Objective

To contribute to the overall goals and objectives of the Rolling River School Division and the individual schools.

To assist students, staff and volunteers to effectively utilize library resources and materials and become competent users of information.

Select and requisition library resource materials and provide accurate online cataloguing and processing of library resources and materials.

To perform clerical and secretarial duties in support of the school library.

Education

The minimum education requirements for this job is grade 12 or equivalent.

Additional Qualifications

Required

- Proficient information technology, computer and software application and secretarial/clerical skills;
- Well developed communication skills;
- Commitment to be trained in the division's library software;
- Understanding of and an ability to appropriately deal with and maintain confidential information;
- Ability to be flexible and adjust to changing work assignments;
- Ability to work independently and as part of a team (staff and community);
- Ability to relate to and work with students.

Preferred

- Knowledge of library systems and procedures;
- Completion of courses, training, or a diploma/degree program in library systems and procedures;
- Completion of technology courses and / or training in a variety of applicable technology programs and software;
- Training or experience working with the division's library software;
- Experience working in a library setting.

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Library Clerk Job Description - Continued

GDAZ/R

Key Responsibilities

Under the direction of the Principal the Library Clerk will provide operational support and perform clerical/secretarial duties for the school library including:

- Assist students and staff in the use of reference tools, computer research and in accessing and selecting materials and information from the library;
- Organize, process and maintain library resource materials;
- Promote and maintain the general appearance of the library;
- Utilize the division's library software for inventory, circulation, classification and catalogue of library and instructional materials;
- Provide guidance, direction and training to volunteers;
- Select and requisition library resource materials as per policy and within budget;
- Participate in relevant professional development activities on an ongoing/regular basis;
- Maintain a positive learning environment through shared responsibility for supervision;
- Perform clerical and secretarial duties, (such as filing, typing, book repair, book labeling and reception), to support the school library.

Perform other job related duties as required.

Index Policy

Date Adopted: February 8, 2001

Date Revised: June 22, 2016