

ROLLING RIVER SCHOOL DIVISION REGULATION

Library Leader Job Description

GDAZA/R

Position Title: Library Leader

Reports To: Director of Instruction, Curriculum and Technology

Job Purpose and Objective

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

To provide leadership in training, professional development, the selection and classification of library materials and the implementation of the library program for school based Library Clerks.

The Library Leader role will be performed during their regular Library Clerk assignment. Additional days / assigned time will be allocated outside the regular assignment as approved by the Director of Instruction, Curriculum and Technology. (*e.g. in summer or prior to when school is in session*).

Education and Qualifications

Refer to Policy GDAZ/R – Library Clerk

The Library Leader will be employed as a Library Clerk and will be appointed to the role of Library Leader. Preference will be given to a Library Clerk that has a diploma/degree and / or has completed courses and training in library systems and procedures.

Key Responsibilities

Under the direction of the Director of Instruction, Curriculum and Technology the Library Clerk will provide leadership in training, professional development and operational support to Library Clerks including:

- Provide orientation to the Library Clerk job and training for Library Clerks on the division's library software for inventory, circulation, classification and catalogue of library instructional materials and instruction;
- Coordinate and organize professional development and meetings for Library Clerks;
- Provide coaching, mentorship to Library Clerks related to the Library Clerk role as requested / directed by the Director of Instruction, Curriculum and Technology.
- Provide coaching, mentorship and input / leadership in selection and classification of library materials for school based Library Clerks as requested / directed by Director of Instruction, Curriculum and Technology.

Perform other job related duties as required.

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Date Adopted: June 22, 2016