

LIBRARY ASSISTANT

Department: HS/MS/ES Library

Reports to: Divisional Librarian

Step: C

Job Summary:

Provides administrative professional services for the general operations of the Library.

Qualifications:

- Bachelor's degree, preferably related to Library Science; Master's degree is a plus
- At least 2 years of related experience in school library
- Proficient in productivity applications, both installed and cloud-based apps
- Understanding of student developmental learning and behavioral levels
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Demonstrates strong sense of organizational and time management skills and detail-oriented
- Highly motivated, flexible and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Confidentiality is a must

Key Responsibilities:

Library Space

- Provide a positive and friendly front-line presence in the library
- Open and close the library following protocols
- Man the circulation desk when needed
- Receive incoming/outgoing calls and take messages
- Assist students, faculty, and parents with inquiries and research needs
- Assist in the setup and promotion of library events
- Take responsibility for inspecting, maintaining, and shelving materials
- Take part in weeding materials and prepare donation deeds for school service partners
- Organize physical processing of books and/or laminates not processed at the source
- Organize cataloging of periodicals, physical processing, and set routing lists for some publications
- Coordinate daily booking of library classrooms, study/collaborative rooms, and computers
- Notify students and faculty of overdue materials using e-mail and liaise with the finance office regarding payment for lost and damaged items
- Liaise with the IT Office and Service Desk on various concerns in the library
- Ensure the availability of office supplies in the library
- Assist in organizing the annual inventory
- Ensure the library is a safe, responsible, and respectful place
- Assist with end-of-year procedures

ES Responsibilities

- Assist in uploading bibliographic data in MARC format
- Assist in the maintenance of the online public access catalogs (OPAC)
- Assist with making circulation reports when requested
- Submit charges to the Cashier's Office for unreturned/lost resource
- Monitor device functionality, check-out and return, and liaise with IT Coordinator

MS Responsibilities

- Assist in uploading bibliographic data in MARC format

- Assist in the maintenance of the online public access catalogs (OPAC)
- Assist with making circulation reports when requested
- Submit charges to the Cashier's Office for unreturned/lost resources
- Monitor device functionality, check-out and return, and liaise with IT Coordinator

HS Responsibilities

- Liaise with the Finance Office on the HS Library budget
- Submit year-end charges for clearance signing
- Prepare purchase requests for educational materials, online subscriptions, and supplies
- Liaise with the Purchasing Office status of orders and receiving them from the Supply Center
- Help in the physical processing of educational materials for the PD Library

Teaching & Learning

- Model and promote reading for pleasure (e.g. support students' reading interests, engage in reading discussions with patrons, and storytell)
- Work with students to support targeted learning across the curriculum including library skills, ISM Dispositions (ie. curious, responsible, balanced, etc.), & Learning Skills (ie. self-management & research)
- Assist with facilitating student learning during both scheduled times and unstructured times (recess breaks, lunch breaks, and after school)
- Participate in workshops, in-service training, meetings, etc., to convey and/or gather information required to perform functions
- Assist with book recommendations and curriculum materials
- Knowledge of developmental levels and needs
- Assist with creating attractive displays related to the curriculum and/or storytelling
- Assist with maintaining a productive library environment that is conducive to learning
- Assist with cataloging using the lens of curriculum needs of the division
- Assist with ordering with the lens of curriculum and developmental interests of divisional patrons
- Understand and show sensitivity toward students with specific needs and learning styles
- Assist with the observations of students and recording anecdotal notes
- Understand and advocate for the abilities and needs of students
- Keep shelves, learning spaces, and storage areas organized and tidy ready for class use
- Maintain confidentiality at all times
- Foster and sustain a community that rejects all forms of discrimination