



POSITION DESCRIPTION

OFFICE OF THE CHIEF SUPERINTENDENT  
COLLABORATIVE LEARNING COMMUNITY  
SCHOOLS

Service Unit, Department or School

GROUP: STAFF  
ASSOC. PD No. D5320

PRINCIPAL, D1537

Title of Immediate Supervisor - Code No.

TITLE: LIBRARY ASSISTANT

**PURPOSE AND ACCOUNTABILITY**

Under the direction of the teacher-librarian or the designated member of the teaching staff and the school Principal, assists Calgary Board of Education (CBE) students, teaching staff and parents in the use and operation of school library resources. This position provides support services to the School Team to create an effective and positive learning environment for CBE students. As a member of the Library Team, this position is accountable for providing effective and accurate assistance to CBE students, staff and parents, for coordinating the circulation of school library resources in a timely and efficient manner and, in conjunction with the teaching staff, for building/maintaining an affinity for library learning resources for CBE students while maintaining the positive learning environment of the library.

**MAJOR RESPONSIBILITIES**

1. Assists Calgary Board of Education (CBE) students and teaching staff in the access to and the use of the school library resources such as electronic search techniques, the location of school library resources, etc..
2. Circulates school library resources and prepares overdue lists using either automated or manual processes. Pockets, cards and shelves returned school library resources and maintains circulation records as required.
3. Assists CBE students and teachers in the operation, use and maintenance of a computerized school library automation system (OPAC/CIRC) and of the district's Media Reservation System. This includes access to the appropriate databases with technology and the maintenance, accuracy and currency of the library catalog database at the school level. Where applicable, assists in the maintenance and use of the school library card catalog.
4. in consultation with the teaching staff, monitors students in the library during the absence of the teacher-librarian or designate to maintain the positive learning environment of the school library. Keeps the school library facility open in the absence of the teacher-librarian or another member of the teaching staff.
5. Maintains all management and organizational files such as vertical files, periodical files, business and financial records, electronic catalogs, etc.
6. Coordinates the activities of school library volunteers and student assistants. Provides consistent and effective support to the school library volunteers and to the student assistants.
7. Completes verified order forms for school library resources and supplies. Prepares totals and codes to the appropriate accounts. May verify receipt or cancellation of resources and/or supplies and adjust budget records as required.
8. Assists in the operation and preventative maintenance of school library equipment. Maintains records of school library equipment servicing for each machine.
9. Prepares correspondence, memos, notices, pockets, sign-out cards, periodicals, catalogue card sets, bibliographies and suggestion slips for new school library resources.
10. Receives, distributes, collects and returns resources from special collections within the CCE system. Processes interlibrary loans according to established procedures.

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11. Assists in the coordination of inventory of all school library resources and supplies. May compile circulation statistics as required. Coordinates the new resources by numbering, stamping, pocketing, bar-coding, and recording accession numbers, files, shelf listing of cards and card sets in the card catalogue. May coordinate the school library volunteers and/or school Library Pages in completing the inventory of school library resources and supplies where applicable.
12. Makes minor repairs to school library print resources. Processes books for rebinding in accordance with established CBE and school-specific procedures.
13. Where applicable, assists students and staff in the basic use of software applications, such as word processing etc., on personal computers housed inside of the school library.
14. Prepares displays and promotional materials as requested. May assist with promotional activities (e.g. book fairs, visiting authors, etc.).
15. Responsible for remaining abreast in the area of school library information resources as well as the associated skills required as they relate to major responsibilities.
16. Performs other related responsibilities as required to meet team objectives and goals. **QUALIFICATIONS**

High school completion supplemented by courses related to major responsibilities. One year of related experience in a library environment, preferably in a school setting. Proficiency in word processing applications. Demonstrated electronic search technique skills. Accurate keyboarding skills an asset. Demonstrated organizational and time management skills. Demonstrated interpersonal skills with a strong customer service orientation. Must be able to take initiative, be self motivated and have the ability to work independently. The ability to work with constant interruptions. Must be a life-long learner. Must possess the ability to relate to Calgary Board of Education students and staff and to participate collaboratively in a creative learning team environment. Personal suitability.

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December 15, 1999