



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
--

JOB TITLE	Library Page
CLASSIFICATION	
DEPARTMENT	Library Services
LOCATION	School
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Library Page performs shelving duties in a school library to assist with the maintenance of the library collection and catalogue and assists with receiving library materials.

QUALIFICATIONS

Education

- Minimum of Grade 12

Previous Experience

- None required

Knowledge, Skills & Abilities

- Ability to work well with teachers, students, administration, and public.
- Ability to work independently with minimal supervision.

DUTIES AND RESPONSIBILITIES:

- Receives and updates processed library materials from Library Services
- Maintains library organization by shelving resources (daily or after library classes), shelf reading (one shelving unit per week)

Performs other duties as assigned.

CONTACTS

Divisional Library Services staff
School staff

WORKING CONDITIONS

Hours per week may change based on the size of the school.

Work in a school environment with numerous interruptions i.e. phone calls, emails, helping school staff search the library.

This position works the school year.

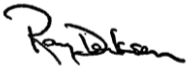
PHYSICAL AND VISUAL REQUIREMENTS

Ability to lift boxes (up to 20 kg), maneuver book trucks (full of resources)

EQUIPMENT USED

Personal computer and general office equipment

APPROVED

	March 9, 2012
---	---------------


Signature, Chief Superintendent

Date

	March 9, 2012
--	---------------

Signature, Secretary-Treasurer

Date

	March 9, 2012
---	---------------

Signature, Human Resources Coordinator

Date