



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Library Specialist
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Library Services
<b>LOCATION</b>	School
<b>REPORTS TO</b>	Principal, Library Services Coordinator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The Library Specialist plans and presents special library programs to ensure Frontier students gain the literacy and information technology skills they need to succeed. The Library Specialist supports literacy development by creating an organized, friendly, and efficient library environment for teachers, students, and community members. The incumbent is responsible for maintaining the library resources as well as the online library filing system and library database. The Library Specialist instructs library patrons on the use of internal and external library collections and information sources. The incumbent is responsible for purchasing library resources that supports both curriculum needs and a variety of options for extracurricular reading for students.

**QUALIFICATIONS**

Education

- Grade 12 and Library Training Certificate or
- Grade 12 and enrollment in the Library Training program.

Experience

- None required.

Knowledge, Skills & Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills including working with children.
- Excellent time management skills.
- Ability to operate a personal computer.
- Ability to work independently and with minimal supervision.
- Ability to work well with teachers, students, administration, and public.

## **DUTIES AND RESPONSIBILITIES**

### Information Support Services

- Creates and presents special library programs such as library classes, story times, book talks, and library and research skills, information literacy programs.
- Circulates library resources including periodicals, library materials (books, kits, DVD's, etc.), and AV equipment.
- Acquires library resources to support curriculum development, teacher resources and extra-curricular reading (assesses resources by reading review journals, publisher catalogues, review websites, etc.).
- Performs external searches (Library Services library database, Department of Education library, other school libraries) to obtain necessary resources for teachers, etc. that are not available through the school library.

### Library Maintenance

- Receives and updates processed library materials from Library Services (including: bar-coding resources, filing catalogue cards, uploading computerized catalogue records).
- Receives and processes periodicals and library resources from suppliers (including taping, inserting cards and pockets and spine labels).
- Maintains library organization by shelving resources (daily or after library classes), shelf reading (one shelving unit per week).
- Performs annual inventory for AV equipment (cleaning and inventory) and library resources.

### Library Promotion and Information Distribution

- Promotes library resources through bulletin board displays (changed quarterly), new arrival displays and lists, and book fairs.

Performs other duties as assigned.

## **CONTACTS**

Divisional Library Services staff

School staff

Parents/guardians

External agencies

Community members

## **WORKING CONDITIONS**

General school environment

This position works the school year.

## **PHYSICAL/VISUAL REQUIREMENTS**

Physical demands include lifting boxes (up to 32 kg), maneuvering book trucks (full of resources), and shelve & shift resources.

Visual concentration and repetitive keyboarding tasks approximately 70% of the time (checking in & out resources, compiling teacher requests, typing up requisitions, searching for bibliographic information, researching topics for family literacy, assisting students with research).

**EQUIPMENT USED**

General office equipment  
Personal computer and a variety of software packages  
Library software and barcode equipment  
Audio visual equipment

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date