

POSITION DESCRIPTION

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

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.

Experience

- None required.

Knowledge, Skills and 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.