

Applicants: – Please do not remove this posting – **ask for a copy**

SCHOOL DISTRICT # 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Classroom Education Assistant, Library Program
(Temporary, Ten-Month)

Location: Saltspring Island Middle School

Qualifications: See job description attached

Hours of Work: Twelve (12) hours per week (0.3429 FTE)

Job Rate: \$22.35

Start Date: As soon as possible after the posting closing date

End Date: January 26, 2018, or return of the incumbent

Closing Date: 4:00 p.m., Monday, October 23, 2017

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Email: dfennell@sd64.bc.ca

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

This is a union position with C.U.P.E., Local 788. (APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)

DATE RECEIVED _____ →

Successful applicant: _____

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

L Underwood

**October 17, 2017
(CUPE Posting No. 31) (2017/18)**

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Classroom Education Assistant, Library Program

SUMMARY

Under direction, provides support to the operation of a school library, maintains and supports the library operation and learning environment utilizing library software

DUTIES

Under direction:

- Ensures learning resources are appropriately circulated
- Orders, receives, catalogues and prepares new learning resources
- Provides instructional support to students
- Assists, advises and directs staff and students to location and use of relevant learning resources
- Shelves books, shelf-reads and creates displays
- Generates reports, overdue lists and student bar code cards
- Performs routine maintenance of learning resources and equipment
- Culls outdated or damaged resources
- Oversees operation of library in absence of teacher-librarian
- Assists in organizing and carrying out annual inventory

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Demonstrated ability to perform tasks in a computerized work environment
- Demonstrated understanding of library procedures
- Current knowledge of library software
- One year experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team


Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to school principal

APPROVED

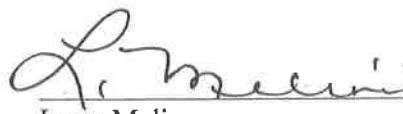
On behalf of:
School District No. 64 (Gulf Islands)



Rod Scotwold
Secretary Treasurer

April 24, 2017
Date

On behalf of:
CUPE Local 788



Larry Melious
President

24/04/17
Date

Classification: Paraprofessional III

JJEC approved date: April 13, 2017