



School District No. 64 (Gulf Islands) invites applications for the temporary, twelve (12) hours per week position (0.3429 FTE) as Classroom Education Assistant, Library Program for Salt Spring Island Middle School on Salt Spring Island, located in the Strait of Georgia between Vancouver and Victoria. The school enrolls approximately 270 students in Grades 6-8. This position is effective as soon as possible to January 26, 2018 or return of the incumbent. The job description for this position can be found at: <http://sd64.bc.ca/job-information/>. The pay rate is \$22.35 per hour.

Role/Duties and Responsibilities: Under direction, provides support to the operation of a school library, maintains and supports the library operation and learning environment utilizing library software.

Applications should be accompanied by evidence of successful demonstration of the following:

- One year experience in related work
- Ability to perform tasks in a computerized work environment
- Documented evidence of:
 - current knowledge of library software
 - an understanding of library procedures
 - exemplary interpersonal skills and ability to work independently and as a member of a team

Refer to the job description for this position on the district website at <http://sd64.bc.ca/job-information/> for a detailed list of duties and qualifications.

You are encouraged to submit your application as soon as possible; however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

Applications with supporting documents should be forwarded to:

Linda Underwood, Director of Instruction, Human Resources
c/o Dawne Fennell, Executive Assistant
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C. V8K 2K3

Fax: 250-537-4200

Email: dfennell@sd64.bc.ca

Please include with application:

- Current curriculum vitae
- Names of three professional references including their addresses, phone numbers and email addresses
- Other documents related to this application

Please note: incomplete applications will not be considered.

Thank you to all who apply; however, only those individuals chosen for an interview will be notified.