

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 Payscale)

Location: Saltspring Island Middle School

Qualifications: See job description attached

Hours of Work: Twelve (12) hours per week (0.3429 FTE). Schedule to be determined in consultation with Principal

Job Rate: \$23.64

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

End Date: June 26, 2020, or return of the incumbent

Closing Date: 4:00 p.m., Thursday, September 12, 2019

Apply in writing to: Linda Underwood, Assistant Superintendent
School Board Office
c/o Lori Deacon, Executive Assistant
Email: ldeacon@sd64.org

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

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

DATE RECEIVED



Successful applicant: _____

Copy to:
C.U.P.E. Rep.
School Board Office
Plant Services
Payroll
Personnel
Job Posting Website

**September 4, 2019
(CUPE Posting No. 25) (2019/2020)**

L Underwood

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- Culls outdated or damaged resources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)

Original signed by:

Rod Scotvold
Secretary Treasurer

April 24, 2017

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious
President

April 24, 2017

Classification: Paraprofessional III

JJEC approved date: April 13, 2017