



IDENTIFICATION

Department		Position Title	
Dehcho Divisional Education Council		School Library Assistant	
Position Number	Community	Division/Region	
96-16574	Fort Providence	Dehcho 96	

PURPOSE OF THE POSITION

Under the supervision of the Principal, the School Library Assistant is required to assist in the provision of school library services in order to contribute to meeting the information, educational, recreational and cultural needs of the students and staff.

SCOPE

This position is located in the Deh Gah Secondary and Elementary School in Fort Providence and is responsible for the provision of user friendly library services to all students and staff; and the planning and delivery of a range of programming for various grade levels.

RESPONSIBILITIES

Assists in the provision of direct library services to meet the relevant needs of the school.

- Being available during the school day in order for staff and students to have access to materials.
- Register new users.
- Process materials taken out and returned by users.
- Accepting requests from users.
- Keeping up-to-date records of circulation and following procedures to ensure the return of overdue material.
- Provide an information retrieval service for the school, through knowledge of materials on hand, including books. AV materials and Vertical Files.
- Assist with the preparation of displays on various subjects in order to bring materials of particular interest, or currently meaningful, to attention.
- Maintain the collection in good order at all times.
- Assist with preparation of programs to develop the use of library services.

Main Activities

- Participate in sessions for school classes to introduce them to the library.
- Help to organize the library's participation in any series of programs sponsored by the school; eg: author's tours, literacy activities.
- Help to organize and set up displays of art, crafts, etc..
- Organize weekly reading sessions with each classroom.
- Work closely with teachers to make them aware of library materials available for curriculum enhancement.
- Maintain the collection.
- Record statistics of circulation and requests, during time on duty.
- Assist with an annual re-registration to keep records of patrons up-to-date.
- Help to withdraw outdated or worn out materials, or materials to be exchanged , on a regular basis. Integrated new books/collections with existing materials.
- Add new or donated books to collection.
- Follow all procedures laid down in the School Librarians Handbook.

WORKING CONDITIONS

Physical Demands

Handling and moving large amounts of books. The incumbent is expected to supervise and help remove approximately 600 books from the shelves for book rotation three times a year. Preparing the physical environment by moving furniture is a common occurrence depending on the programming needs. Librarians spend long periods of time on their feet and are constantly moving around the library.

Environmental Conditions

There is a constant exposure to dust when dealing with large number of books.

Sensory Demands

Interruptions are constant especially during peak periods. The noise level in the library can be quite high depending on the number of children and type of programming offered.

Mental Demands

Librarians are responsible for dealing with staff and students.

Incumbent may be exposed to offensive internet material.

Because all Library systems are computer dependent, it becomes highly problematic when the computer system is down. The library's circulation system is unable to function and patrons can become disgruntled venting their annoyance at the librarian.

Librarians will be challenged while attempting to meet a variety of needs with limited resources.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of literature
- Ability to understand and apply understanding of the procedures and routines that ensure a smoothly functioning library.
- Knowledge of the Dewy Decimal cataloging system, (and other systems) and in in-depth knowledge of the library's collection.
- Ability to make reading/research recommendations on a variety of topics.
- Ability to stay abreast of new ideas in the field in order to make appropriate decisions around programming and purchasing/culling materials.
- Communication and interpersonal skills in order to deal with students and staff.
- Interpersonal skills and the ability to deal effectively with staff and attract and manage volunteers.
- Ability to stay current with library computer trends and implement them into the library for staff and patron usage.

Typically, the above qualifications would be attained by:

Some post secondary education and experience working in a library.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: South Slavey

- ☐ Required
- ☒ Preferred Dene Zhatie