

TITLE: District Resource & Library Services Assistant
SECTION: Resource Centre
REPORTS TO: Assistant Superintendent and/or District Principal Technology Services or Delegate

SUMMARY:

Under the direction of the Assistant Superintendent and /or District Principal Technology Services or Delegate, provides support services to the District Resource Centre and school libraries.

DUTIES:

1. Oversees the operation of the District Resource Centre by directing, assigning and monitoring other Resource Centre staff.
2. Prepares and processes new educational resources for the District Resource Centre and school libraries.
3. Organizes training for new and existing Teacher-Librarians on the automated library computer system and provides ongoing technical support in day to day use of the circulation software. Provides automation service for non-automated libraries.
4. Provides Library and Library Help Desk support.
5. Compiles, maintains and updates electronic catalogues using the library circulation software.
6. Maintains the District Resource Centre computerized circulation library system.
7. Advises District teachers in the selection of educational resources from the District Resource Centre.
8. Monitors the DRC Supplies and Resources Accounts.
9. Prepares and types a variety of letters, memoranda and promotional materials for the District Resource Centre and prepares purchase requisitions.
10. Maintains the District Resource Centre web page.
11. Operates standard office equipment, including a personal computer in 2 platforms (Windows and Mac), laminating equipment, book binding machines, electric paper cutter and audio-visual equipment, and provides first-line maintenance as required
12. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of a library technician program of a duration of 2 academic years or equivalent.

Skills - the applicant must have

- Intermediate computer skills.

Experience - the applicant must have

- Experience in an educational setting for a period of greater than 6 months.

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.
- Be physically able to lift and move items exceeding 10 kg.

APPENDIX G**JOB EVALUATION**

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	57 - District Resource Services Assistant
LOCATION:	Resource Centre
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	5	4	3	3	3	4	3	1	3	3	1
Total Points	314										

RATING CLASSIFICATION: LEVEL

12
