



District School Board of Niagara invites applications for the following position:

Casual Library Technician

The District School Board of Niagara is seeking to recruit Casual Library Technicians to provide library technical support services in a Secondary School setting, on an on-call basis. Successful candidates would serve as substitutes for school-based Library Technicians for day-to-day, short-term and long-term placements, when required.

Under the direction of the school Principal, the function of this position is to provide library technical support services. The successful applicant must:

- **hold a Library designation from a recognized Community College (CAAT) or demonstrate experiential equivalence,**
- have the ability to work under minimal supervision, to organize time efficiently, and to work well with a variety of people,
- familiarity with library processes and the secondary school environment is essential,
- have good word-processing skills and previous experience in providing library services.

Typical duties will include, but are not limited to:

- cataloguing library resources;
- operating the Follett Automation System, the library security system and Media Net;
- delivery of library services to staff and students (e.g. circulation, shelving, cataloguing, filing, searching/locating information, maintenance of periodicals, maintaining inventory, ordering; repairing library materials and maintaining library computer facilities (i.e. Internet, Follett, etc) as well as demonstrating proper use of resources;
- supporting an appropriate learning environment in the library;
- participating in professional development;
- liaison with ICT Department (Information and Communications Technologies - a component of Curriculum Services);
- all other library related duties as assigned by the Administrator of Information & Communications Technologies and/or the school principal.

Résumés outlining qualifications and experience as well as three professional references will be reviewed on an ongoing basis.

To apply, please email a cover letter and resume as a single attachment to:

careers@dsbn.org

Please use "Casual Library Technician" as your e-mail subject line.

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.