



## Casual Library Technician Ongoing Posting

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. Under the direction of the school Principal, the successful candidates would serve as substitutes for school-based Library Technicians for day-to-day, short-term and long-term placements, when required.

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.

### Skills, Qualifications and Education Requirements

- 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.
- Provision of a satisfactory Police Clearance including a Vulnerable Sector Police Check from the last 6 months (or ability to obtain one) is a condition of employment.

Applications including cover letter, resume, three professional references can be submitted as one attachment via email to [careers@dsbn.org](mailto:careers@dsbn.org). Please reference “**Casual Library Technician**” in the subject line.





The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. DSBN welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The DSBN is committed to “Achieving Success Together” and recognizes that increasing the diversity of its workforce supports this objective.

DSBN 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.

### **Land Acknowledgement**

The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

