



Keewatin Patricia

DISTRICT SCHOOL BOARD

Library Technician

1.0 fte Queen Elizabeth District High School

Rates of pay range from \$19.13/hour (unqualified) to \$22.78/hour (qualified)
File #N-1415-70

- **1.0 FTE Library Technician, Queen Elizabeth District High School, Sioux Lookout, ON** – 35 hours per week (10 months per year). Effective August 24, 2015.

POSITION SUMMARY:

Under the direction of the Principal or designate, responsible for maintaining the library in the school and assisting students on how to use the library properly and effectively. When working with students all duties are performed under the direct planning and supervision of the teacher.

QUALIFICATIONS:

High School diploma required. A valid Driver's licence and the willingness and ability to travel for school board related business required. Diploma in Library Technology and/or related experience. Knowledge of library automation program(s) and familiar with Internet Explorer Applications would be considered an asset. Demonstrated experience in a Windows environment and proficiency in the Microsoft Office Suite required. The following attributes are necessary: ability to deal with tact and sound judgement in oral and written communications with students, staff and the public; the ability to organize and complete work assignments with minimum supervision; and the ability to work independently in a team environment. Previous library experience an asset and experience in an education environment will be preferred.

Interested candidates should apply to the attention of the undersigned **referencing the File Number** with a complete resume and covering letter including the names of three professional references by **4:00 p.m., Tuesday, May 19, 2015**. One must be a recent/immediate supervisor with authorization to be contacted under the terms of the Freedom of Information and Protection of Privacy Acts.

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Freedom of Information and Protection of Privacy Acts.

Judy Lynch, Human Resources Officer
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All stakeholders create a culture of learning so that students come first.

We thank all applicants, however only those to be interviewed will be contacted.

This Board is an equal opportunity employer.

S. Monteith
Director of Education

D. Penney
Board Chair