

Westmount Charter School
Learning Commons Assistant – Learning Commons (Mid-High Campus)
Full-time, permanent position

Job Goal:

Under the general supervision of the Mid-High Campus Principal and the Teacher-Librarian, responsible for providing librarian assistant duties in order to ensure services are provided in an effective and efficient manner.

Reporting Relationship:

The Library Assistant reports directly to the Mid-High Campus Principal.

Growth Objectives:

Objectives will be developed on an annual basis, by the Mid-High Campus Principal and Teacher-Librarian in consultation with the Library Assistant.

Major Areas of Responsibility:

- Library Books and Resources
- Equipment
- School Correspondence
- Volunteers
- School start up and close
- Other Duties

QUALIFICATIONS

Education and Experience:

- A minimum of a High School Diploma and three (3) or more years of experience in related work which provides the required skills, knowledge and abilities.
- A valid Police Record Check in place.
- First Aid certification.
- Minimum of two (2) years library experience.
- Library management experience is an asset.
- Training in L4U is an asset.
- Experience with the use of Microsoft Office applications.

Demonstrated Skills and Competencies:

- Professional work ethic, must conduct duties with the highest integrity to protect all confidential matters.
- Demonstrate positive interpersonal skills and be a team player.
- Strong verbal and written communication skills.
- Ability to multi-task and work effectively in an office environment with many interruptions.
- Have the ability to prioritize.
- Must have strong organizational and communication skills.
- Able to work independently
- Must be comfortable working with young children, dealing with parents and the general public.
- Perform related duties as assigned.

Tasks

Library Books and Resources:

Assist in managing Circulation Desk
Assist staff and students in searching for resources
Overdue Reports – generate lists and communicate to students/parents
Book Repairs
Catalogue – enter information into the L4U program
Prepare books for circulation
Shelve books

Equipment:

Arrange for minor maintenance and repair of library equipment

School Correspondence:

Read and address emails as required

Volunteers:

Assist parent and student volunteers with library tasks

School start up and close:

Enter all relevant information into system for school year
Update circulation binders for the student population
Assist with inventory under the direction of the teacher librarian

Other Duties:

Textbook distribution and return
Follow-up on caution fee cheques
Perform related duties as assigned

Evaluation:

Performance of this job will be evaluated by the Mid-High Campus Principal.