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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Library Specialist (.50 FTE)</b>
Location:	Black River Anishinabe School
Start Date:	As soon as possible
Hours/Days/Months:	3.625 Hours/Day, 5 Days/Week
Term of Employment:	Term to June 30, 2022
Salary:	\$16.64/hour to \$23.78/hour (dependent on education)
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Open until filled</b>

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Reporting to the Principal, the Library Specialist supports literacy development by creating an organized, friendly, and efficient library environment for teachers, students, and community members. The incumbent is responsible for maintaining the library resources as well as the online library filing system and library database.

### QUALIFICATIONS:

- Grade 12 and Library Training Certificate or Grade 12 and enrollment in the Library Training program. program (**Salary is pro-rated and determined by the number of courses completed in the program**)
- Excellent interpersonal, verbal and written communication skills.
- Excellent time management skills.
- Proficiency in a variety of computer applications i.e. Word, Excel, Outlook
- Ability to work independently and with minimal supervision.
- Ability to work well with teachers, students, administration, and public.

### DUTIES AND RESPONSIBILITIES:

- Creates and presents special library programs such as library classes, story times, book talks, and library and research skills, information literacy programs
- Circulates library resources including periodicals, library materials (books, kits, DVD's, etc.), and AV equipment.
- Acquires library resources to support curriculum development, teacher resources and extra-curricular reading.
- Receives and updates processed library materials from Library Services (including: bar-coding resources, filing catalogue cards, uploading computerized catalogue records)
- Receives and processes periodicals and library resources from suppliers (including taping, inserting cards and pockets and spine labels)
- Maintains library organization
- Performs annual inventory for AV equipment (cleaning and inventory) and library resources
- Promotes library resources through bulletin board displays (changed quarterly), new arrival displays and lists, and book fairs
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Mr. Ron Head, Principal  
Black River Anishinabe School  
Box 160, O'Hanly, MB R0E 1K0  
Fax: (204) 367-2266  
Email: [Ron.Head@fsdnet.ca](mailto:Ron.Head@fsdnet.ca)

