



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Library Specialist
Location:	Frontier Collegiate
Start Date:	September 19, 2019
Hours/Days/Months:	7.25 Hours/Day, 5 Days/Week
Term of Employment:	Term to October 11, 2019 (with possibility of extension)
Salary:	\$15.60/hour to \$22.29/hour (dependent on education)
Unionized/Non-Unionized:	Unionized
Application Deadline:	Wednesday, September 18, 2019

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.

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.fsdnet.ca

Forward application package to:
Mr. Donnie Grenier, Principal
Frontier Collegiate
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