**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: LIBRARY TECHNICIAN – SASKATCHEWAN ALTERNATE FORMAT MATERIALS**

**Immediate Supervisor: SASKATCHEWAN ALTERNATE FORMAT MATERIALS COLLECTION DEVELOPER / SUPERINTENDENT OF EDUCATION**

**Core Function:**

The Library Technician circulates, catalogues, processes and maintains the shared Braille, large print, audio and e-text resources of the Saskatchewan Alternate Format Materials Library. The Library Technician also assists in the production of these resources for this library.

**Duties and Responsibilities:**

1. Works with the immediate supervisor(s) to monitor workflow in the Saskatchewan Alternate Format Materials Library.
2. Circulates Braille, large print, audio and e-text resource materials from the Saskatchewan Alternate Format Materials Library (AFM) to vision teachers and staff from school divisions across Saskatchewan. Loans AFM resources to partner AFM libraries across Canada. Communicates with clients by phone, e-mail and in person.
3. Packs, labels and ships AFM resources to school divisions throughout Saskatchewan as well as AFM partner libraries across Canada.
4. Collaborates with library technicians at partner Alternate Format Libraries across Canada in coordinating the production of nationally shared Braille resources.
5. Demonstrates AFM procedures on searching databases and pulling resources for vision teachers, staff, consultants, and anyone who would be considered a client of the AFM.
6. Works with the collection developer in obtaining copyright permission for e-text and large print format resources.
7. Performs duties related to inventory and weeding. Sorts, repairs and maintains AFM materials; ensures that materials are in order on shelves.
8. Downloads and creates digital files in numerous formats such as .rtf and .pdf
9. Barcodes, processes, and labels in Braille of kits and material resources.
10. Catalogues AFM resources in English and French using AACR2 & RDA standards. Transferring Braille and large print records to the National Library of Canada database.
11. Creates and maintains statistical information on resource production, circulation in Saskatchewan and Canada. Compiles reports as necessary for the Canadian Association of Educational Resource Centres national organization and Saskatchewan Ministry of Education.
12. Liaison with Saskatoon Public Schools vision teachers regarding developing day-trips for students to the Alternate Format Library.
13. Performs such other related duties as may be required to meet organizational objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Successful completion of a formal Library Technician training program;
3. Excellent computer skills including knowledge of library software system;
4. Knowledge of or willingness to learn level 3 MARC cataloguing procedures according to RDA cataloguing rules;
5. Two years previous Alternate Format Materials experience preferred;
6. Understanding of basic Braille and UEB code is preferred;
7. Intermediate understanding of French is an asset;
8. Strong interpersonal organizational skills.

February, 2020