**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 CLERK**

**Immediate Supervisor: PRINCIPAL**

**Core Function:**

The Library Clerk provides substitute assistance to a school Learning Resource Centre (LRC) when required.

**Duties and Responsibilities:**

1. Assists in monitoring and supervision of activities in the school’s Learning Resource Centre.
2. Sorts, repairs and shelves LRC material; periodically ensures that materials are in order on LRC shelves.
3. Assists students and staff with on-line database and software programs on library computers (i.e. Microsoft Office and online searches).
4. Updates student library accounts when materials are lost or paid for.
5. Assists in weeding when requested.
6. Assists in preparation, receiving, and checking of print orders for circulation and shelving.
7. Assist in changing student passwords and other login issues. Monitors appropriate student access to websites on library computers.
8. Performs such other related duties as may be required to meet organizational objectives and needs.

**Qualifications:**

1. Grade 12 or equivalent;
2. Strong interpersonal and organizational skills.
3. Strong computer skills (Microsoft Word, Excel, Internet Searching).
4. Ability to learn library database.
5. Ability to work independently and is self-directed.
6. Previous library experience is preferred.

February 2022