



# School Library Clerk

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## OVERVIEW

Under the general supervision of the School Administrator and with direction from the Teacher-librarian, the School Library Clerk supports the operation of the library through the processing and maintenance of learning resources using an automated library system, assisting staff and students find resources, and by providing general clerical and technical support to the teacher-librarian.

## POSITION DESCRIPTION

### **SLC – 1**

Assists with or processes learning resources, including books, textbooks, magazines, audio visual and electronic equipment for school libraries

### **SLC – 2**

Sorts, distributes, files, shelves and repairs library resource materials; processes books for rebinding and learning resources that have been selected for discard

### **SLC – 3**

Checks learning resources in and out and sends out book retrieval notices;

### **SLC – 4**

Word processes and uses other software tools including social media to prepare and manage a variety of documents prepared by the teacher-librarian

### **SLC – 5**

Assists students and/or staff in locating and selecting library resource materials and in the use of the library management system and associated software and other online services licensed by the school and school district

### **SLC – 6**

Assists teacher or teacher-librarian with supervision of students in the library; performs assigned duties during fire/earthquake drills

**SLC – 7**

Reads to, and/or assists students with reading in the library and with library activities

**SLC – 8**

Assists in the maintenance of library expenditures documentation and circulation records

**SLC – 9**

Produces or contributes to the development of newsletters, and displays

**SLC – 10**

Prepares, processes and maintains a variety of lists, records and files such as shelf lists and inventories of school and library learning resources

**SLC – 11**

Reproduces and duplicates a variety of digital materials

**SLC – 12**

Assists in the ordering, tracking, reconciling and processing of library resource materials from a variety of suppliers

**SLC – 13**

Purchases resources and supplies as approved by the teacher-librarian; receives and ensures the accuracy and condition of incoming goods and files discrepancy reports, as required. Organizes and maintains cataloguing material space as needed

**SLC – 14**

Maintains and schedules the use of electronic, audio-visual equipment and laminating equipment where applicable

**SLC – 15**

Answers the telephone, takes and relays messages and sorts library mail

**SLC – 16**

Lifts, on occasion, items weighing up to 18 kg (40 lbs) such as boxes of books and electronic and audio-visual equipment

**SLC – 17**

Operates and troubleshoots equipment such as computers, , electronic and audio-visual equipment, laminator, photocopier/printer . Creates HelpDesk tickets for equipment needing repair

**SLC – 18**

Organizes and processes inter-school loans of books

**SLC – 19**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

## QUALIFICATIONS

<p><b>EDUCATION</b></p>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Grade 12 or equivalent, <b>and</b>,</p> <p>Minimum of one (1) post-secondary course specific to technical library skills such as cataloguing support, records management or equivalent</p>
<p><b>EXPERIENCE</b></p>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Six (6) months specific experience in a library setting <b>OR</b> one (1) year related office administration and/or records management experience</p>
<p><b>KNOWLEDGE</b></p>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Knowledge of database management, spreadsheet and word processing applications</p> <p>Knowledge of office procedures and administration</p> <p>Knowledge of records management</p> <p>Knowledge of basic library procedures</p> <p>Knowledge of Follett Destiny Library Manager or equivalent library management system is preferred</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Keyboarding at 50 W.P.M.</p> <p>Ability to operate standard office equipment</p> <p>Ability to handle cash and maintain appropriate records</p> <p><b>INTERPERSONAL REQUIREMENTS</b></p> <p>Effective written and oral communication skills and the ability to request and convey information in an appropriate manner</p> <p>Ability to work with minimal supervision</p> <p>Ability to relate to students, staff and the public and provide excellent customer service</p>

	<p>Ability to work in a collaborative role to support the teacher-librarian, teachers and students</p> <p>Attention to detail</p>
	<p><b>PROBLEM SOLVING REQUIREMENTS</b></p> <p>Ability to be flexible and to prioritize work often under multiple demands</p> <p>Ability to supervise students</p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Ability to develop work methods within parameters set by district and school standards</p> <p>Ability to apply appropriate methods, procedures and policies and consistently and accurately perform tasks to high standards</p> <p>Ability to document and summarize information</p> <p>Ability to give advice, guidance, instruction and direction</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Ability to be creative/innovative</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b>OCCUPATIONAL REQUIREMENTS</b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to occasionally lift objects up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to work in a highly active physical environment</p>

Reviewed January 2022