



District School Board of Niagara invites applications for the following position:

## Casual Library Technician

The District School Board of Niagara is seeking to recruit Casual Library Technicians to provide library technical support services in a Secondary School setting, on an on-call basis. These are entry-level, on-call positions. Successful candidates would serve as substitutes for school-based Library Technicians for short-term and long-term placements, when required.

Under the direction of the school Principal, the function of this position is to provide library technical support services. The successful applicant must hold a Library designation from a recognized Community College (CAAT) or demonstrate experiential equivalence. In addition, the successful applicant must have the ability to work under minimal supervision, to organize time efficiently, and to work well with a variety of people. Familiarity with library processes and the secondary school environment is essential. The successful applicant will have good word-processing skills and previous experience in providing library services.

Typical duties will include, but are not limited to:

- cataloguing library resources;
- operating the Follett Automation System, the library security system and Media Net;
- delivery of library services to staff and students (e.g. circulation, shelving, cataloguing, filing, searching/locating information, maintenance of periodicals, maintaining inventory, ordering; repairing library materials and maintaining library computer facilities (i.e. Internet, Follett, etc.) as well as demonstrating proper use of resources;
- supporting an appropriate learning environment in the library;
- participating in professional development;
- liaison with ICT Department (Information and Communications Technologies - a component of Curriculum Services);
- all other library related duties as assigned by the Administrator of Information & Communications Technologies and/or the school principal.

**Résumés outlining qualifications and experience as well as three professional references will be reviewed on an ongoing basis.**

**To apply, please email a cover letter and resume to: [careers@dsbn.org](mailto:careers@dsbn.org)  
Please use “Casual Library Technician” as your e-mail subject line.**

We appreciate all the applications we receive, however, only those applicants selected for an interview will be contacted.

**Warren R. Hoshizaki, Director of Education**

**Dale Robinson, Chair**

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.