

TEMPORARY SECONDARY SCHOOL LIBRARY TECHNICIAN
Category E, 0.50 FTE, 10 MONTHS PER YEAR
Location: SUPERIOR CVI

General Information:

This position is open for application from external candidates.

Qualifications:

The successful candidates must possess:

- The successful candidate must possess a 2-year diploma in library and information technology from an accredited college.
- Have a minimum of one year work experience in a related field.
- Must be able to demonstrate the required computer and library skills,
- highly developed organizational, interpersonal, and problem-solving skills, and the ability to work independently.
- Other qualifications are as per the job description.

Duties:

Duties to include but not limited to:

- the coordination and maintenance of the school automated library system and computer network by providing information and computer services to staff and students.
- Classifying, cataloguing, organizing, maintaining, and retrieving a collection of library material, information, records, and files.
- Identifying and resolving hardware, software, and network problems; working closely with children.
- Frequently supervises and assists students and staff with the use of computer hardware and software while working in the library.
- Some heavy lifting and moving of equipment and supplies is required.
- related routine clerical duties,
- Other duties are as per the job description.

Hours of work: 9:00 AM -1:00 PM

Positions to commence as soon as possible

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Required Documents:

Each candidate shall submit in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of diploma/certificates as required
- Reference check consent form which MUST include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website <https://www.lakeheadschoools.ca/careers/>.

Application Procedure:

Email your completed application package to copehire@lakeheadschoools.ca

Note: Please submit one complete PDF document. Please do not submit multiple attachments.

Application Deadline: open until filled

*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources at accommodation@lakeheadschoools.ca so that appropriate arrangements may be made.

Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.

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Lakehead District School Board