



JOB DESCRIPTION

JOB TITLE:	Senior Library Technician
DEPARTMENT:	Library Team/Administration
REPORTS TO:	Principal
STATUS:	Full-Time; 45 weeks

JOB SUMMARY:

The Librarian is responsible for the operation of the library under the administration of the Principal and Vice-Principals (EY/MY/SY).

Key Duties and Responsibilities:

Reporting directly to the Principal, the Senior Library Technician oversees the daily and ongoing operations of the library, including supervising the Library Team and interacting with students, staff, and volunteers. The Senior Library Technician promotes and leads the development of innovative, inspirational library services and resources to students.

Library Management:

- Develop, implement, monitor, and update goals, educational objectives, and policies for the library program cooperatively with teachers, administrators, and students;
- Direct the library team to manage the daily and ongoing operations of the library;
- Make collection development decisions with the goal of establishing a useful, relevant collection including student and teacher resources, consistent with the Mission and Vision and Core Values of Linden Christian School;
- Provide leadership in evaluating and selecting materials and equipment for purchase; enlist faculty participation and recommendations in evaluating and selecting materials; include print and digital resources;
- Assume responsibility for ordering, processing, and organizing all materials and equipment including books, periodicals and audio-visual materials;
- Oversee the cataloguing and classification of library materials using established procedures and;
- Circulate library materials; maintain circulation records including overdue resources;
- Ensure the library is up to date with current trends, processes, physical spaces, and with a plan for future development and relevancy.

Library Resource & Promotion:

- Plan activities to stimulate student and teacher use of library materials and facilities;
- Collect information about user interests and needs and route relevant information and materials regarding those interests and needs to appropriate groups;

- Oversee the promotion literacy through displays, bulletin boards, school publications and presentations, including story time and book talks;
- Facilitate the understanding and use of information and technology tools by staff and students;
- Collaborate with teachers in integrating Literacy with Information Communication Technology (LwICT) skills with curriculum outcomes;
- Oversee the planning and operation of book fairs to promote literacy and facilitate school community building;
- Plan and direct the activities of parent volunteers and student assistants.

Other Administrative Duties:

- Provide and monitor an annual work plan with goals and objectives for the library;
- Prepare and submit reports to administration as required including yearly and long-range budget plans;
- Manage monthly expense and report on budget variances;
- Prepares expense invoices for payment;
- Develop library capital budget planning submissions as needed;
- Oversee the staffing and reporting components of the library staff, including absence management, performance management and professional development;
- Develop and maintain library Web pages;
- Participate in professional associations and take advantage of professional development opportunities; investigate current trends and changing technologies and;
- Oversee Accessibility Standards as related to the library functions, including assessing and tracking accommodations;
- Other duties may be required or assigned as library priorities and initiatives changes.

ACADEMIC/EDUCATIONAL REQUIREMENTS:

- Completed a recognized Library and Information Technology Diploma or a Librarian Technician Certificate with combined related experience;
- Previous supervisory experience, along with leadership of a department or division;
- Knowledge, training and/or experience in a computerized environment including use of Google Workspace, Microsoft Office, scheduling software, database management, and related software.

Additional Qualifications/Skills:

- Proficient keyboarding/computer skills;
- Strong administrative and organizational skills;
- Able to meet physical demands of the position (lifting, climbing, standing);
- High degree of initiative, organizational, prioritizing and time management skills;
- Highly developed relational and communication skills with students aged Kindergarten to Grade 12;
- Ability to interact effectively and positively with students, parents, administration, staff and other outside organizations;
- Understanding and adherence to confidentiality and privacy issues;
- Ability to work collaboratively and effectively as a member of a team;
- Demonstrates initiative, leadership, creativity, and a growth mindset;

- Ability to effectively adapt to changing situations or increased responsibilities and;
- The desire and ability to engage in continuing education, accountability, professional development and personal spiritual growth.

Other Requirements:

- Enthusiastic support of the vision, mission and values of Linden Christian School;
- Affirm and fully support Christian Education environment;
- Willing to participate in school wide chapel and worship events, All Staff Meetings, and staff prayer meetings;
- Be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;
- Provision of a Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check and Respect in Schools Certificate.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.