

Medicine Hat Catholic Board of Education



Competition #384 Library Technician (Temporary) - École St. John Paul II School 0.43 FTE/15 hours per week Internal Posting

Start Date: May 10, 2021, or upon leave of the employee

End Date: June 25, 2021, or upon return of the employee

Closing date for applications: April 1, 2021 @ 4:00 pm

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

The ideal candidate should possess the following training/abilities:

- Combination of education and experience in order to effectively carry out library operations and administrative tasks within the library
- Self directed, independent and highly motivated with a strong desire to contribute to the school community
- Ability to effectively work in a diverse multi-task setting
- Strong interpersonal and communication skills
- Organizational and time management skills are essential

Duties will include but are not limited to:

- General library operations including circulation, cataloguing, referencing and ordering
- Computer knowledge and management of Accelerated Reading Program (ARP) and organize and schedule parent volunteers for the program
- Competency in the use of Technology (Google and Microsoft Suite) with a willingness to learn the Follett Destiny Library System software
- Assist staff with AR training
- Provide assistance to teachers and students during instructional time
- Guide and lead student with individual and group reading opportunities
- Promote reading and literacy through book fairs, library clubs and other activities
- Willingness to learn, train, and facilitate new school initiatives

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

Reply with Cover Letter, Resume, and a Support Staff Application Form, along with current pastoral reference (if available). Please reference the Competition # on the cover letter. Application forms can be downloaded from the website: www.mhcbce.ab.ca under the Human Resources / How to Apply section, or picked up at the Catholic Education Centre. A Criminal Records Check and Alberta Child Services Intervention Record Check will be required upon commencement of employment.

Medicine Hat Catholic Board of Education actively recruit individuals who are motivated and able to demonstrate through their own faith journey; a commitment to nurturing faith in our schools.

For more information, please contact Mr. Robert Dumanowski, Principal at (403) 527-7333.

Please email or hand deliver application packages to Human Resources
Medicine Hat Catholic Board of Education
1251 – 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
E-mail: resumes@mhcbce.ab.ca, Fax: (403) 529-0917

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.