

# Medicine Hat Catholic Board of Education

“Showing the Face of Christ to All”



## Competition #262 Library Technician St. Patrick's School

0.86 FTE Part-time

30 hours per week (Monday-Friday; 8:55am – 3:20pm)

Start Date: August 28<sup>th</sup>, 2019

End Date: June 29<sup>th</sup>, 2020

Closing Date for Applications: May 24<sup>th</sup>, 2019 @ 12:00pm

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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*.

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St. Patrick's School has a student population of approximately 360 students (Grades K-5; including ELP-Early Learning Program)

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.
- Organizational and time management skills are essential.
- Willingness to train in technology related to ongoing changes in roles to librarians and learning common facilitators.

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 (AR).
- Assist staff with AR training and informing of roles/responsibilities.
- Promote reading and literacy through book fairs, library clubs and other curricular activities.
- Organize and schedule parent volunteers for AR program.
- Provide assistance to students and teachers during instructional time.
- Guide and lead students with individual and group reading at all grade levels.
- Facilitate new school initiatives related to the library and as the Learning Commons Facilitator.

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 District, will undertake to follow, both in and out of your employment with the District, 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.

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For more information, please contact: Mr. Dwayne Unreiner, Principal St. Patrick's School at (403) 527.1177

Please indicate interest by forwarding a current resume, cover letter including competition # and application form to:

Human Resources  
Medicine Hat Catholic Board of Education  
1251 - 1<sup>st</sup> Avenue SW, Medicine Hat, Alberta T1A 8B4  
E-mail: [resumes@mhcbe.ab.ca](mailto:resumes@mhcbe.ab.ca)

**Support Staff Applicant:** A Support Staff Application form must accompany your resume and cover letter and can be found online under Human Resources/How to Apply at [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) or can be picked up at the board office.

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

Great Schools – Fantastic Staff – Exceptional Programming