

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition #295 Library Technician St. Mary's School 0.74 FTE Part-Time 26 hours per week

Start Date: September 30, 2019

End Date: June 26, 2020

Closing Date for Applications: September 13, 2019 @ 12:00pm

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*.

St. Mary's School has a student population of approximately 350 students (Grades 7 – 9)

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.
- Experience with library software.
- 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.
- Organize and complete textbook inventory.
- Provide library resources.
- Promote reading and literacy through book fairs, library clubs and other curricular activities.
- 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.

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.

For more information, please contact: Mr. Mike Weisgerber, Principal St. Mary's School at (403) 527.7616

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 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
E-mail: resumes@mhcbce.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.mhcbce.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