

Medicine Hat Catholic Board of Education



Competition #358

Library Technician (Part-time)

0.86 FTE – 30 hours per week

St. Patrick's School

Start Date: August 28, 2020

End Date: June 25, 2021

Closing Date: Wednesday, August 26, 2020 @ 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.
- Guide and lead student with individual and group reading opportunities.
- Assist staff with AR training.
- Computer knowledge of Microsoft Programs and Chromebooks with a willingness to learn the Follett Destiny Library System software.
- Provide assistance to teachers and students during instructional time.
- Promote reading and literacy through book fairs, library clubs and other activities.
- Willingness to learn, train, and facilitate new school initiatives.

There will be opportunities provided to allow the successful candidate to train.

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, 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.

For more information please contact Mr. Chuck Hellman, Deputy Superintendent at 403-502-8352.

Completed applications must include a current resume, cover letter indicating Competition # and division application form.

A Criminal Records Check and Alberta Child Services Intervention Record Check will be required upon commencement of employment.

Support Staff Applicant: Forms can be picked up at the board office or available online at: www.mhcbe.ab.ca under Human Resources – How to Apply.

Human Resources
Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
Fax: (403) 529-0917
Email: resumes@mhcbe.ab.ca

Great Schools – Fantastic Staff – Exceptional Student Programming

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