



**EMPLOYMENT  
OPPORTUNITIES**  
WE ARE AN EQUAL  
OPPORTUNITY EMPLOYER

**CUPE 2745**  
**PERMANENT**  
**2024-2025 School Year**

**Duties of Position:** As per attached job descriptions.

**Essential and Desirable Qualifications:** As per attached. Candidate must be capable of carrying out assigned duties and possess the ability to work as part of a team. Written and spoken competence in English is essential.

**School Library Worker I**

**Location and Hours of Work:**

- **L.E. Reinsborough School / Jacquet River School – Competition #25-016**  
**One (1) Permanent Position – L.E.R. (14 hours) - JRS (6 hours) for a total of 20 hours per week.**

Posting Date: January 27, 2025

Closing Date: February 3, 2025, at 12:00 pm (noon)

**Wage or Salary Rate:**

\$22.74 per hour/SLW I (as of March 1, 2022)

All applications must be submitted through Apply to Education

## **School Library Worker I**

### **DEFINITION**

This is library work under the direction and supervision of a school administrator or School Library Assistant II that involves assisting individuals or groups in various library activities. Duties include ordering, processing, shelving, mending, taking inventory and weeding library materials; typing, filing and keeping various clerical records; purchasing, copying and revising catalogue records; maintaining supplies and operating electronic office equipment. Work involves establishing and maintaining circulation files, providing directional assistance with library policies and procedures, informational assistance to patrons in the use of manual and computerized data bases, basic reference assistance, preparing displays and simple finding aids. Work in the library may also include the supervision of students and volunteers. N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

**QUALIFICATIONS** Graduation from high school and some related work experience; or any equivalent combination of training and experience.