



**EMPLOYMENT
OPPORTUNITIES
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OPPORTUNITY EMPLOYER**

CUPE 2745 MEMBERS - Temporary

2025-2026 School Year

Duties of Position: As per the attached job description.

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:

- **Sugarloaf High School – School Library Worker I - Competition #26-008**
One (1) Temporary Position - 31.25 hours per week

(Applicants must write and pass the SAA Test)

Wage or Salary Rate: \$22.74 per hour/SLW I (as of March 1, 2022)

Posting Date: January 16, 2026

Closing Date: January 23, 2026 @ 12:00 PM (noon)

Apply To: All Applications must be submitted through Apply to Education
Links can be found on ASD-N Human Resources for Apply to Education under each posting

Classification Specifications Part II of the Public Service

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 databases, 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.