

<b>Job Title:</b>	Learning Commons Clerk / Technician	<b>Position Type:</b>	Full-Time
<b>Reports to:</b>	School Administrator(s)	<b>Travel Required:</b>	No

### Job Purpose

The Learning Commons Clerk / Technician is responsible for the general operation of the Learning Commons to maximize its use, to support instruction, and to enhance student learning and collaboration.

### Duties and Responsibilities

Including, but not limited to:

- Work with staff in a supportive role to develop a school program, which effectively integrates Learning Commons and classroom activities; Work with staff to ensure the collection is current, balanced and culturally appropriate.
- Schedule Learning Commons bookings; Assist teachers in orienting students in the use of the Learning Commons materials; Inform students and staff regarding new and existing materials.
- Work with other members of the Learning Commons Committee to review policies and goals for the Learning Commons and allocate the Learning Commons budget; Purchase Learning Commons materials.
- Remain current with changes to programs of study; Assist teachers in selecting and de-selecting Learning Commons materials.
- Operate the automated Learning Commons system; Maintain Learning Commons files and an inventory of all materials and equipment; Supervise circulation of all materials, both print and non-print.
- Provide service to students and staff, assisting them in the selection of materials suited to their needs and abilities.
- Assist in the development of skills related to technology; Facilitate Makerspace activities.
- Initiate activities which support student interest and promote the Learning Commons; Promote reading, listening, and viewing of resource materials with students and staff; Advocate for the Learning Commons in the school and the community.
- Create and maintain an attractive and welcoming Learning Commons; Maintain the Learning Commons in good order with books and materials ready for use by students and staff.
- Coordinate use of and undertake minor maintenance of technology housed in the Learning Commons.
- Co-operate with other Learning Commons Clerks / Technicians and agencies to obtain information not available from the school's collection and ensure that these materials are returned; Coordinate the circulation of HPSD Central Loaning Library materials.
- Process Learning Commons mail; Prepare letters and Learning Commons documents; Do minor repairs to damaged materials.
- Supervise students.
- Attend Professional Development activities and continue to improve expertise and job-related skills.
- Other duties as assigned by Administrator(s).

### Qualifications

- Learning Commons Clerks must complete the Library Operations Certificate of Achievement (or equivalent) within 5 years of commencement of employment.
- High School Diploma, equivalent, specialized training, or experience in library science is required.
- Positions in Donnelly and Falher must be proficient in both English and French.
- Ability to perform lifting and carrying of materials as needed.

Please note: In schools with more than one Learning Commons Clerk / Technician, tasks will be divided at the Principal's discretion in consultation with the Learning Commons Clerks / Technicians.

<b>Approved By:</b>	Treva Emter – Assistant Superintendent	<b>Date:</b>	June 5, 2020
<b>Last Updated By:</b>	Krista Hauffe – Manager of Human Resources	<b>Date:</b>	May 11, 2020