

Job Title:	Learning Commons Clerk / Technician	Position Type:	Full-Time
Reports to:	School Administrator(s)	Travel Required:	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.

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