

**Winnipeg Mennonite Elementary and Middle Schools
Position Description**

POSITION TITLE:	Library technician - Bedson
OBJECTIVES:	To manage the operation of the school library and circulation/return of books and materials in keeping with the vision and mission of WMES Inc.
SUPERVISION:	Site Principal
QUALIFICATIONS:	Minimum Grade 12 diploma or equivalent Completion of Library Technician Diploma Experience with and knowledge of children's literature Reliable and conscientious Ability to work independently Able to work and interact well with students Familiar with the use of multi-media computer programs Competent in word processing, use of database and use of internet as a research tool.
RESPONSIBILITIES:	Library acquisitions and collection development. Maintain circulation system including borrowing records, re-shelving, overdue notices. Classify new library materials and maintain existing collection Catalogue new library materials and maintain existing library catalogue using Library World software Perform annual inventory Promotion of library materials to school staff and students Provide reference services to staff and students Weed, as required, materials and equipment from the library collection. Host K-8 classes once per cycle for story time for K-4, recommendations for older grades
HOURS:	4 days in 6 day cycle, specific hours of work arranged with Principal.
COMPENSATION:	Established salary and benefits per WMES policy.