School District No. 52 (Prince Rupert)

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: November 10, 2026

JOB POSTING #2026-73

The Human Resources Office will accept applications up to **Wednesday, November 18, 2026 - Noon -** for the following position:

LIBRARY ASSISTANT – Pineridge Elementary School

Part-time, temporary position, 5.0 hours per day, effective November 19, 2026 to January 20, 2027, or the return of the incumbent. The rate of pay is according pay band 4. The terms and conditions of the IUOE Collective Agreement shall apply.

Job Summary:

The employee will be responsible for performing a variety of library duties.

Brief Job Description:

a) Assists teachers and students with the use of the library and resource materials.
b) Orders, receives, prepares and catalogues materials.
c) Shelves books and resource material.
d) Issues and monitors the circulation of library and resource materials.
e) Prepares materials for and assists with inventory routines.
f) Supervises students in the library in the absence of teaching personnel.
g) Helps children learn to read.
h) Receives incoming library books, issues overdue notices, if required, and monitors fines.
i) Repairs library books.
j) Oversees student library monitors, if required.
k) Organizes and/or assists in the organization of book fairs, as required.
l) Performs other related duties as assigned or required.

Job Requirements:

a) Grade 12 or equivalent.
b) Completion of Library Technician diploma program
c) 3 years' work in a library setting
d) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
e) Computer literacy and basic computer skills (40 wpm) required.
f) Good organizational and inter-personal skills.
g) Library experience or training preferred.
h) Ability to learn and use library software.
g) Good working knowledge of routine library procedure, business procedures and the rules of

grammar, spelling and punctuation.

h) Must be able to communicate clearly, to understand and follow directions and to prioritize tasks.

i) Ability to meet the physical demands of the position.

**** THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED ****