



**ST. JAMES-ASSINIBOIA  
SCHOOL DIVISION**

# NON-TEACHING VACANCY

**INSTRUCTIONS:**

Application/Transfer forms are available on the School Division website at [www.sjasd.ca](http://www.sjasd.ca)

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	24/25-005
Application Deadline	Open Until Filled
Employee Group	MANTE
Classification	Library Technician (50% )
Location	Crestview School
Hours of Work	Monday to Friday (exact hours to be determined – equivalent to 3.5 hours per day)
Wage or Salary	\$25.45 - \$30.18 per hour
Start Date	August 22, 2024
Probation Period	120 working days (Internal staff – 60 day trial period)

**DUTIES:**

Organizes and maintains the library collection in support of the education curriculum. Provides reference services to students and staff and assists students in the development of information literacy skills. Performs other related duties as assigned or as required.

Please note: There is potential for exposure to violence working in a school setting, especially working closely with students defined above. Therefore, retraining in either NVCI, WEVAS, or Restitution is recommended every three years.

**QUALIFICATIONS:**

- High school diploma plus Library and Information Technology Diploma;
- One year related experience;
- Computer knowledge including: automated library systems, information databases, advanced internet searches, Word and Excel;
- Ability to monitor budget expenditures;
- Ability to lift and carry equipment and books weighing between 10 and 25 kg and to climb stools/step ladders when shelving/ retrieving books;
- Ability to supervise the performance of volunteers and/or staff as required;
- Ability to communicate effectively both verbally, and in writing, with all levels of staff, students, and the public;
- Knowledge of audio-visual equipment; ability to carry out minor repairs, cleaning and preventative maintenance;
- An equivalent combination of education and experience may be acceptable to the Division.

**APPLY TO:**

Attn: Manager, Human Resources, MANTE

Email: [mantepostings@sjasd.ca](mailto:mantepostings@sjasd.ca)

\*In the subject line of your email, please ensure you put the job posting number, your name and then INTERNAL (if you are a current Division employee) OR EXTERNAL\*

*The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.*

May 13, 2024