

**SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)**

**Phone: (778) 799-2962 Email: [iuopost@sd27.bc.ca](mailto:iuopost@sd27.bc.ca)**

June 13, 2024

EXTERNAL POSITION

Posting #: S-2024-093 PERMANENT

Position: LIBRARY AIDE

Location: ALEXIS CREEK ELEMENTARY

10 mos., 05.00 hours/week.

Duration: Effective date to be determined. Schedule to be determined in consultation with school administration.

Rate of Pay: Level 1: 24.74

Level 2: 27.45

Threshold Qualifications:

- Completion of Grade 12
- A good understanding of a computerized library system such as OPALS
- A good understanding of the Dewey Decimal system
- Keyboarding skills (50 wpm)

Desirable Qualifications:

- Experience working in a library
- Experience working with groups of students

Duties Include, but are not limited to:

- Providing assistance to students in selection of books and learning materials
- Assisting in supervising students
- Reading to students
- Accessing and maintaining computer records re: circulation of materials, inventory, overdue books and new materials
- Assisting in preparing and processing of book/material orders
- Assisting in the maintenance of the collection by shelving materials, maintaining files, organizing bulletin board displays
- Repairing books and other learning resources
- Minor maintenance of equipment such as replacement of AV bulbs as necessary
- Other duties as assigned

Fringe benefits are as provided in the current Union Agreement. Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 3 work-related references, via email to [iuopost@sd27.bc.ca](mailto:iuopost@sd27.bc.ca).

Alternatively, submissions may also be dropped off or mailed to the following address:

School District 27 Administration Office

350 2. Avenue North  
Williams Lake, BC V2G 1Z9

**School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.**