

## **CASUAL LEARNING COMMONS TECHNICIAN**

\$25.05 per hour

### **SCOPE**

Reporting to the Supervisor, IIT System Learning Commons and Training, the Learning Commons Technician is responsible for providing learning commons support to a Board wide Library Learning Commons. The Learning Commons Technician will help build capacity of staff through recommendations for improvements and through job imbedded training on the library catalogue interface, virtual library and other student-support library tools.

### **DUTIES**

1. Assist in the planning and creating of the learning spaces in the Learning Commons.
2. Assist staff in the use of Virtual Library and the online catalogue.
3. Make recommendations for changes to learning commons organization to improve student access. Bring to the attention of System Learning Commons' staff, opportunities for more in-depth advice and assistance regarding physical and/or virtual resources in the school libraries.
4. Participate in team meetings that share best practice.
5. The Learning Commons Technician is responsible for establishing and maintaining Board wide cataloguing and classification standards, as well as creating and maintaining the library catalogue system records.
6. Assist with the following school learning commons operation duties: Select resources based on the existing school collection, student requests and teacher-librarian requirement from designated vendors and suppliers; complete orders of resources from designated vendors and suppliers; perform basic bibliographic searching for staff to assist with lesson planning, and classroom instruction; copy and original cataloguing of resources using a range of standardized cataloguing tools; process new materials to make them shelf-ready; make recommendations for and assist with weeding; make recommendations for and assist with inventory.
7. Other duties as assigned.

### **QUALIFICATIONS**

1. Library Technician's certification.
2. Ability to travel to all schools in the Board, a valid driver's license is required.
3. Good computer skills with knowledge of Microsoft Office, 21<sup>st</sup> Century Fluencies and the Learning Commons, standard cataloguing tools and library resource vendors, social networking, collaboration, and information websites as would be found in schools.
4. Excellent oral and written communication skills to work effectively with teachers, teacher-librarians and students.
5. Knowledge of the organization, collections and running of school libraries/learning commons.
6. Ability to plan, organize and track own activities.

If you are interested, please submit a letter of application and curriculum vitae outlining how your qualifications and experience related to this opportunity.

Deadline for submission is **4:00 p.m. on Friday, September 27, 2019**

Please apply to: Leticia Goddard  
Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court  
Hamilton, Ontario L9A 0B9

Fax: 905-521-2543

e-mail: [mycareerOCTU@hwdsb.on.ca](mailto:mycareerOCTU@hwdsb.on.ca)

**Please note job title in subject line of the email.**

Applicants are thanked in advance for their interest in this position, however, only those scheduled for an interview will be contacted.

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.