

This position will also be advertised externally

Acting Library Technician - Adult Day Schools

Burnhamthorpe Adult Learning Center

1 position – Half Time AM

CUPE Local 4400, Unit C - Grade J (School Year)

\$29.40 - \$34.64 per hour

This assignment will be up to a date no later than June 28, 2024

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

NOTE: The Board is not permitted to offer this position to an employee if the time reasonably needed to travel to the location of this position from another position held by the employee -- and/or from this position to the location of another position held by the employee -- or the starting/ending times of the position would interfere with the employee's one half hour lunch break as required by the Collective Agreement.

The Toronto District School Board invites applications for the position of Acting Library Technician – Adult Day Schools at Burnhamthorpe Adult Learning Center within Learning Centre 2.

Reporting to the Principal, the Library Technician will be responsible for ensuring the smooth operation of the Library at each site and the provision of the library services to the adult learners during the school year.

Summary of Duties:

- Responsible for ensuring the library facility is fully operational and available to students throughout the school day;
- Supervise the use of all library resources including the circulation system;
- Ensure the security of all library resources;
- Liaise with Continuing Education instructors to facilitate the use of the library by all adult learners;
- Support library class instruction by helping to orient students to the library;
- Assist students and staff with on-line catalogue searches, Public Library access, internet use, and CD-ROM technology;
- Order and catalogue materials on the recommendation of program leaders;
- Assist students and staff with the selection and/or recommendation of materials;
- Prepare and update databases for periodical, shelf lists, video tapes, computer inventory, bibliographies and other library holdings;
- Ensure library technology, hardware and software is fully functioning at all times;
- Other related duties as assigned.

Qualifications:

- Two year Library and Information Technician Diploma with one year's related experience working in an automated library setting or an equivalent combination of education and experience;
- Experience working with adults learners whose first language may not be English;
- Proven ability to communicate effectively in providing information to library users with a customer service focus;
- Proficient keyboarding and computer skills which include use of e-mail, internet, word processing and library automation and cataloguing systems.

Shift: Half Time AM

Hours: **3 hours and 30 minutes** per day to be scheduled according to operational needs

Work Year: School Year

Location: Burnhamthorpe Adult Learning Centre
500 The East Mall

Notes:

1. First consideration will be given to employees who hold positions that are regularly scheduled for a period of

greater than ten (10) hours per week (from Seniority List A).

- 2. Second consideration will be given to applicants who hold positions that are regularly scheduled for a period of ten (10) hours per week or less (Seniority List B) and to applicants who are hired for a period in excess of thirty (30) continuous working days (temporary employees). List B and Temporary employees will be considered simultaneously.*
- 3. An otherwise qualified applicant who lacks the educational requirements of the position will have appropriate equivalent related experience considered.*
- 4. It is anticipated that interviews will take place within two weeks after the closing date of this competition.*
- 5. The successful applicant will commence as soon as possible and practical.*
- 6. The Employer shall review the hours of work of existing employees and the economic impact which will result if the Employer offers this position to such employee. Employees whose combined total hours of work of this advertised position and any other position(s) held at the TDSB attract overtime under the ESA shall not be considered for this vacancy.*

Application Process:

- Apply separately to each individual job competition.
- Submit your application as one complete document in your email submission as opposed to attaching multiple documents.
 - In the **subject line of email submissions**, please indicate relevant information in the following format:
 - **Employee Number - Posting Number - C-23-2200-LC2 – Position Title & Location**
 - Your application must include:
 - i. Your employee number (to be also referenced in your subject line)
 - ii. Job Competition number (to be also referenced in the subject line)
 - iii. A copy of your qualifications as listed under the Special Requirements section
 - Only qualified applicants will be considered.

Applications:

- Which are submitted after the closing period will be considered late.
- Should be submitted using only **one** of the following methods:
 1. Hard copy to 5050 Yonge Street, 4th floor, Employee Services--Attention: Staffing Administrator
 2. Email to resume.submission@tdsb.on.ca in **MS Word** format only due to printing capabilities.

Information regarding [Wheelchair accessibility to TDSB locations](#) is available online.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We are unable to acknowledge or confirm receipt of applications.