



**Library Support Specialist  
School-Based  
Program**

**Title**

Library Support Specialist – School-Based - Program

**Scope of Responsibilities**

The Library Support Specialist is responsible for coordinating the operation of the library facility with direct service to students and/or teachers. To enhance student learning, the Library Support Specialist will support students and volunteers under the supervision of the teaching staff in coordinating library activities and the use of library facilities. The Library Support Specialist will process, store, loan, and maintain all materials in the library. Working in a team environment, he/she will report directly to the School Principal or designate.

**Competencies Required**

The Library Support Specialist for the Halifax Regional Centre for Education shall have the following competencies:

- a) The ability to operate and maintain an automated library catalogue, including circulation;
- b) The ability to utilize current information technology and the internet;
- c) The ability to utilize the Dewey Decimal System in organizing and maintaining an effective system for tracking and reporting;
- d) The ability to coordinate activities for students, teachers and volunteers which enhance student learning;
- e) The ability to work with students under the supervision of the teacher;
- f) The ability to assist students and teachers to use the library and library materials effectively;
- g) The ability to work successfully in a team environment;
- h) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents, community members and external groups;
- i) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- j) The desire and ability to engage in continuing education and professional development;
- k) The ability to maintain and promote confidentiality as the norm.

**Qualifications**

- (a) High School Completion Certificate;
- (b) Diploma in Library Information Management or equivalent training and experience.

**Specific Job Components**

The Library Support Specialist shall perform tasks as are assigned by the School Principal or designate. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Process, store, loan and retrieve all library materials;
- (b) Reshelve books and other library materials;
- (c) Organize & maintain periodicals and serials;
- (d) Issue and receive library books and other materials;
- (e) Facilitate student and teacher use of library and library material;
- (f) Place book orders;
- (g) Operate and maintain automated library catalogue;
- (h) Assist staff in coordinating library activities;
- (i) Utilize technology such as electronic filing, word processing, e-mail and Internet in operating the library;
- (j) Other duties as assigned.