Library Support Specialist
Board-Based
Program

Scope of Responsibilities
The Library Support Specialist, Board-Based in Program supports the schools through cataloguing library resources, maintaining library records in the HRCE catalogue, providing technical assistance for library databases, and maintaining the daily operation of the Halifax Regional Centre for Education's (HRCE) library facility. This includes support to school-based library support specialists, direct service to teachers and centre staff, and processing, storing, loaning, and maintaining all materials in the library. Working collaboratively in a team environment, they will report directly to the Facilitator, Literacy Implementation 4-12.

Competencies Required
A Library Support Specialist, Board-Based in Program for the Halifax Regional Centre for Education shall have the following competencies:

a) The ability to utilize current technology with a particular emphasis on library hardware/software, email, spreadsheets, word processing and Google Apps for Education;
b) Demonstrated knowledge of Insignia, the HRCE’s library database;
c) The ability to catalogue library resources using Insignia;
d) Knowledge of current descriptive and subject cataloguing rules and procedures;
e) The ability to utilize the Dewey Decimal System in organizing and maintaining an effective system for tracking and reporting;
f) The ability to problem solve and analyse data;
g) The ability to work in French would be an asset;
h) The ability to assist students and teachers to use the library and library materials effectively;
i) The ability to support library support specialists in the effective operation of school libraries;
j) The ability to support teachers and centre level staff in accessing and utilizing HRCE library resources;
k) The ability to work successfully in a team environment;
l) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents, community members and external groups such as government agencies;
m) The ability to maintain and promote confidentiality as the norm;
n) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights, diversity and culturally relevant pedagogy;
o) The desire and ability to engage in continuing education and professional development.
Qualifications

(a) High School Completion Certificate;
(b) Library Technician Diploma or Masters in Library and Information Services.

Specific Job Components
The Library Support Specialist shall perform tasks as are assigned by the Facilitator, Literacy Implementation 4-12. 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) Copy cataloguing of library resources in MARC format using online database such as Insignia, Amicus, Worldcat and Choix and other cataloguing resources as needed;
b) Original cataloguing and classification of library materials including technology and autism resources;
c) Maintenance of and technical assistance for the automated catalogue in school libraries.
d) Provide support and technical assistance to school-based library support specialists and HRCE library patrons on the phone, via email and in person;
e) Travel to schools to provide maintenance and technical assistance;
f) Provide professional development support as required;
g) Utilize Google Apps for Education and the Microsoft Office suite of programs such as Outlook, Excel and Word in the day to day completion of tasks;
h) Sort library resources as they arrive and prepare boxes of catalogued materials for delivery to schools;
i) Process, store, loan and retrieve library materials including technology and autism resources;
j) Re-shelve books and other library materials including technology and autism resources;
k) Issue and receive library books and other materials including technology and autism resources;
l) Other duties as assigned.