

PLEASE POST

The **Eastern Townships School Board** is seeking candidates
for the following part time position

LIBRARIAN (80%)

Board Office (Magog)

NATURE OF THE WORK

The position of librarian encompasses the development, evaluation, organization, classification, preservation and management of collections found in one or more libraries of the school board so as to make documentary resources available to students and staff.

In addition, he or she provides advice and support to school resources in order to promote the use of documentary resources in keeping with the educational programs and learning of students.

SOME CHARACTERISTIC DUTIES

The librarian ensures the development of documentary information collection, regardless of the format; he or she participates in developing policies and procedures, prepares and proposes a development plan and ensures its implementation.

He or she evaluates the collection or collections based on school board guidelines, an institution's educational project, school success plans and education programs. He or she analyzes the needs, selects documents or recommends the purchase.

He or she works with teachers and education consultants to integrate the documentary resources into education programs and the organization of activities promoting reading; he or she provides advice on the use of documentary resources. He or she participates in planning multidisciplinary activities with all those concerned.

He or she creates a cultural and educational environment conducive to learning and to the personal growth of students. He or she advises teachers and all concerned on techniques for accessing information so that they may provide support to students.

He or she promotes the use of electronic information by guiding staff and students in finding the electronic and informational resources available.

He or she participates in training library users and staff; he or she develops and gives workshops on reading and information retrieval for library users; he or she prepares tools, guides and other information, facilitation and promotion documents designed to foster use of documentary resources.

He or she contributes to the organization or reorganization of the library and ensures that it be operational, adapted to students' needs and in keeping with library science standards.

He or she also oversees the document processing on computer mediums and ensures the classification, cataloguing, indexing and selection of documents in keeping with library science standards.

He or she advises management staff on the acquisition of documentary resources; he or she drafts and presents to management staff reports and advice on the development, use and promotion of libraries.

He or she participates in the planning and the budgetary follow-up pertaining to the activities in his or her sector.

He or she coordinates and supervises the work of support staff pertaining to the mandates and responsibilities of his or her sector of activity.

QUALIFICATIONS REQUIRED

- Bachelor's or Master's degree in an appropriate specialty, notably information sciences, option library science;
- Have a general knowledge of classification, cataloguing and indexing techniques;
- Ability to promote reading and advise on collection development as well as child and teen literature;
- Strong interpersonal, communication and online research skills;
- Knowledge of the Québec Educational Program would be considered an asset;
- Must be bilingual, written and spoken competency;

PLACE OF WORK Magog, Board Office
STARTING DATE As soon as possible.
SALARY In accordance with the Professional's Collective Agreement (P2)

Please submit your curriculum vitae before September 27, 2018 to:

hr@etsb.qc.ca

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Equal opportunity for all