



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwít̓daḡw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and x̱wεmaḡwu (Bute Inlet) First Nations.

SUPPORT STAFF

Position:	Part-Time Bilingual Library Clerk
Posting Number:	25-CLER-004
Term of Employment:	Permanent
Hours/Day/FTE:	14 Hours/Week (Two Days/Week)
Wage/Salary:	\$29.53/Hour
Deadline to Apply:	May 11, 2025, at 4:00 PM

Join Our Team

School District 72 is looking for a **Bilingual Library Clerk** to join our team of professionals who strive to bring the district's learning beliefs to life.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

About the Role

Reporting to the Director of Instruction and school Administrator, and under the guidance and direction of the District Librarian, the Library Clerk supports the operation of school libraries through the maintenance of library resources and records and provides clerical support to teacher librarians. This position requires frequent travel between the schools and the Education Centre.

- Maintains a library automation system in accordance with recognized library procedures.
- Responding to telephone and in-person inquiries, directing calls, relaying messages, answering general queries, and receiving, distributing, and dispatching mail and resource materials.
- Catalogues and processes materials for school libraries at the Education Centre and at specific schools using the library management system.
- Receives, processes, locates and circulates library materials.
- Performs clerical duties to support teacher librarians and the library program.
- Performs various clerical tasks such as photocopying, collating, stapling, filing, and laminating.
- Produces and composes a variety of documents including correspondence, book orders, supply orders, requisitions, forms, lists and reports.
- Repairs library materials and performs other basic maintenance on library equipment.
- Provides services at more than one location within the district.
- Assists with displays by pulling seasonal books.
- Other related duties as assigned.

Bring your Expertise

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience.
- 1 year of recent clerical/administrative experience in an elementary, secondary, or middle school office environment.
- Fluency in spoken and written English and French is required.
- Successful completion of a Library Technician program is preferred.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern basic library procedures.
- Ability to establish and maintain positive working relationships with all school district staff and outside contacts.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

Join Our Community

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis.

Experience the Benefits of SD72

- Professional development and growth opportunities.
- The opportunity to grow your career in a small district.
- Progressive leadership team.
- Positive collegial culture with a great sense of community.

Employees are eligible for extended health and dental benefits, life insurance, and participation in a pension program as outlined in the Canadian Union of Public Employees (CUPE), Local 723 along with competitive vacation and sick day entitlements.

Employment Equity

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

How to Apply

Please submit applications through the School District 72 Job Connect Portal. We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check.

Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).