

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)
Phone: (778) 799-2962 Email: iuoepost@sd27.bc.ca

February 24, 2026

EXTERNAL POSITION

Posting #: S-2026-0023 PERMANENT

Position: LIBRARY AIDE

Location: Lac La Hache Elementary
10 mos., 05.00 hours/week.

Duration: The start date of this position is to be determined in consultation with the successful applicant. This position is 5 hours a week and is scheduled 10 months per year. The hours of work will be scheduled in consultation with school administration.

Rate of Pay: The probationary rate of pay is \$25.48 per hour. After successful completion of a 90 day probation period, the hourly rate of pay is \$28.27.

Threshold Qualifications:

- Completion of Grade 12
- A good understanding of a computerized library system such as OPALS
- A good understanding of the Dewey Decimal system
- Keyboarding skills (50 wpm)

Desirable Qualifications:

- Experience working in a library
- Experience working with groups of students

Duties Include, but are not limited to:

- Providing assistance to students in selection of books and learning materials
- Assisting in supervising students
- Reading to students
- Accessing and maintaining computer records re: circulation of materials, inventory, overdue books and new materials
- Assisting in preparing and processing of book/material orders
- Assisting in the maintenance of the collection by shelving materials, maintaining files, organizing bulletin board displays
- Repairing books and other learning resources
- Minor maintenance of equipment such as replacement of AV bulbs as necessary
- Other duties as assigned

New applicants are encouraged to submit a comprehensive resume, including 3 work-related references, via email to iuopost@sd27.bc.ca.

School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.