

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

Phone: (778) 799-2962 Email: iuoepost@sd27.bc.ca

July 20, 2026

EXTERNAL POSITION

Posting: S-2026-0086 PERMANENT

Position: RURAL LIBRARY TECH

Location: Tatla Elementary/Junior Secondary
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 5.00 hours a week and is scheduled 10 months per year. The hours will be determined in consultation with school administration.

Rate of Pay: The probationary hourly rate of pay is \$30.97 per hour. After successful completion of a 90-day probation period, the hourly rate is \$34.39

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:

- Managing the library budget
- Providing assistance to students in selection of books and learning materials
- 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

Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 2 work-related references, via email to iuoepost@sd27.bc.ca.

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