



Library Technician

Canadian Rockies Public Schools is now accepting applications for the following Full-Time Regular Library Technician position:

- **Canmore Collegiate High School and Alpenglow School**

The Library Technician performs complex library tasks in the school library environment under the supervision of the principal. They provide library expertise to the school, including technical, clerical and budgetary functions. The Library Technician is responsible for all aspects associated with the operation of the school library. The working conditions for this position are covered under the collective agreement between The Canadian Rockies School Division and The Canadian Union of Public Employees, Local 4306.

Qualifications:

- Certification from a recognized Library Technician diploma or equivalent experience and education is an asset
- Proficiency in Destiny or a current automated library software
- Strong Microsoft Office skills including MS Word and Excel and the ability to operate in a Google environment would be an asset
- Accounting experience would be an asset
- Ability to communicate and work well with a team of teachers and other personnel
- Experience in a school setting
- Excellent interpersonal skills
- Strong communication skills
- Flexibility

Start Date: August 23, 2023

Closing date for applications: Until a suitable candidate has been found.

No hard copies or faxes will be accepted. Applicants should indicate the position that they are applying for and include at least 3 references, one of which should be a recent supervisor. Please provide both phone numbers and email addresses for references. A Criminal Record Check/Vulnerable Sector Check (current within 3 months) will be required before the successful candidate may start in this position.

Applications will only be accepted electronically by email to hr@crps.ca.

Attention:

Mr. Christopher MacPhee,
Superintendent of Schools

Canadian Rockies Public Schools thanks all applicants; however only those candidates selected for an interview will be contacted.