

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

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

October 21, 2025

EXTERNAL POSITION

Posting #: S-2025-0169 PERMANENT

Position: LIBRARY AIDE

Location: 150 Mile Elementary
10 mos., 06.00 hours/week.

Duration: Effective date to be determined.

Rate of Pay: Level 1: 25.48
Level 2: 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

Fringe benefits are as provided in the current Union Agreement. 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.

Alternatively, submissions may also be dropped off or mailed to the following address:

School District 27 Administration Office
350 2. Avenue North

Williams Lake, BC V2G 1Z9

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