



POSITION DESCRIPTION

POSITION: Learning Commons Clerk

SUPERVISOR: Principal

Revised September 2019

POSITION FOCUS

The Learning Commons Clerk is responsible for maintaining the Learning Commons in an orderly and efficient manner. Acts as a resource to teachers and students in obtaining information and materials.

POSITION EXPECTATIONS

General Employee Expectations

1. Provides a high standard of professional performance.
2. Serves as a positive role model and team member.
3. Adheres to confidentiality and ethical guidelines.
4. Engages in ongoing professional learning.
5. Recognize they are employed in a position of trust and have a responsibility to act accordingly

Individual Program Support

- Works under the supervision of Learning Commons Staff/Principal to assist with purchasing, cataloguing, booking and circulation of resources, the Learning Commons collection and audio-visual equipment
- Provides teachers access to supplementary resources through the coordination of resources in the Learning Commons
- Researches, reviews and recommends to the teachers new materials
- Provides teachers with timely access to supplemental learning resources required to meet the needs of current changes in curriculum
- Provides services such as audio-visual aids, laminating, repairs, and the management of specialized equipment
- Markets and promotes the materials contained in the Interactive Media Commons (IMC)
- Works independently with responsibility for planning of work within established policies
- Maintains records of the Learning Commons budget allocation
- Performs other duties as assigned by the Principal or designate

QUALIFICATIONS

- Highly Organized
- Willingness to learn Learning Commons procedures such as cataloguing and filing systems
- Will have strong computer and bookkeeping skills
- Will have strong interpersonal skills



- Will be an excellent planner and organizer with strong verbal communication skills and has the ability to exercise sound judgment

POSITION DESCRIPTION