



Voyageur Memorial School
Cree School Board
232 Mistissini Blvd.
Mistissini, QC. G0W 1C0
TEL: (418) 923-3485 FAX: (418) 923-3302

INTERNAL & EXTERNAL 2nd POSTING

The **CREE SCHOOL BOARD - EYOU CHISKOTAMACHAOUN** is a Cree controlled Education Authority responsible for the education of Northern Quebec Cree Nation, with special powers, duties and unique goals and objectives to deliver educational services for: Whapmagoostui, Chisasibi, Wemindji, Eastmain, Waskaganish, Nemaska, Waswanipi, Mistissini and Ouje-Bougoumou.

The **CREE SCHOOL BOARD**, a **CREE** entity created in 1978 by virtue of the James Bay and Northern Quebec Agreement, invites applications for the position of:

**DOCUMENTATION TECHNICIAN
POSTING VMS – 744
MISTISSINI – VOYAGEUR MEMORIAL HIGH SCHOOL

NATURE OF THE WORK:

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of one or more documentation center; libraries, audiovisual centers, centers for the arrangement of documents. Within his or her duty, the employee in this class may supply technical help to professional personnel assigned to the documentation center as well as to users of the center.

CHARACTERISTIC FUNCTIONS:

The employee in this class of employment is called upon to do technical research and classification, to catalogue documents, to verify bibliographical details and prices in commercial catalogues and publishers' lists, to supervise control of payments and the renewal of subscriptions and to supervise the binding of periodicals and other documents. From time to time and within the framework of specific policies, he or she participates in the evaluation and culling of the books and other documents of the school library.

The employee initiates clientele to the technical aspect in the use of computerized indexes and reference works and may guide the clientele towards the appropriate sections of the school library.

In a school library or a center for the arrangement of documents, the employee elaborate procedures, as specified by the applicable laws, more specifically in the areas of classification, of conservation, of destruction as well as the microfilming, lending and circulation of documents.

The employee organizes and leads pedagogical activities tailored to student clientele and related to the school library, participates in School Improvement initiatives related to her/his work.

The employee may be asked to train less experienced technicians and also to coordinate the work of support personnel in the tasks operations for which he or she is responsible.

The employee is responsible for school archives and insuring they are kept in order. If need be, he or she performs any other related task.

REQUIRED QUALIFICATIONS:

1. Hold a college diploma in information and library technologies or a diploma or an attestation of studies recognized as equivalent by the competent authority.
2. Good computer skills, especially Office based are usually required.
3. Good communication skills
4. Fluency in English and Cree are required
5. Fluency in French is an asset

EMPLOYMENT CONDITIONS:

Duration:	Regular Full-time 35 hrs / week
Starting date:	As soon as possible
Salary:	\$22.23/hr to \$29.05/hr
Northern allowance:	\$ 8,484.00 Single rate \$ 13,573.00 Dependent rate

Interested candidates should forward in complete confidence their Curriculum Vitae before: **Tuesday, March 2, 2021 @ 12:00 PM to:**

Betty Anne Forward
Principal
Voyageur Memorial School
232 Mistissini Blvd.
Mistissini, Québec
G0W 1C0

Or by email at vmspostings@cscree.qc.ca

Please indicate posting #: VMS - 744

POSTING PERIOD

Beginning of posting:	Wednesday, February 17, 2021
Ending of posting:	Tuesday, March 2, 2021

In the above text, the masculine form also includes the feminine form