



RETSD supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve. We welcome First Nations, including those who identify as Metis, Indigenous or Inuit to apply. In addition, women, persons who are differently abled, members of the 2SLGBTQ+ community, and members of groups that commonly experience discrimination due to race, ancestry, colour, beliefs, or place of origin are encouraged to apply and to identify their employment equity status in their cover letter. All qualified applicants will receive consideration for employment without regard to race, nationality, ethnicity, religion, age, sex, gender identity, sexual orientation, disability, or any other protected characteristic. RETSD will provide reasonable accommodation to applicants who may experience barriers during the interview and assessment process, upon request.

Library Technician Position

Bulletin No. 27L-001

June 17, 2026

École Springfield Heights School/Emerson School

Combined full-time (school year schedule)
75% at École Springfield Heights School
25% at Emerson School
Specific hours per day TBD
Effective August 31/26

Summary: Under the direction of the school principal and in collaboration with the teacher-librarian, the library technician supports the operation of the school library by assisting users in accessing library resources, managing the circulation desk, cataloguing and processing materials, participating in record management, acquisitions and classification of materials, by developing a positive atmosphere for the library and school and promoting the use of the library with the staff and students.

Duties:

- In accordance with the general job description for library technicians

Qualifications:

- Education and experience:
 - Library and Information Technology Diploma, Library Technician or Library Training Program Certificate required; an equivalent combination of relevant education and/or experience may be considered
 - Experience working in a school library required
 - Knowledge and skill in working with automated library systems is an asset
- Communication and interpersonal skills:
 - Strong interpersonal skills and ability to work effectively with teachers and students
- Computer skills:
 - Proficiency in computers (knowledge of Internet search/upkeep) is an asset
 - A working knowledge of Microsoft Teams is an asset



- Organization and time management:
 - Demonstrated organizational and time management skills with the ability to prioritize and multi-task in a high-volume environment
 - High degree of initiative

Condition of Employment:

Criminal Record Check (Including Vulnerable Sector Check): Must provide a clear and current Criminal Record Check with Vulnerable Sector Screening prior to starting employment.

Child Abuse Registry Check: Must provide a clear Manitoba Child Abuse Registry Check prior to employment.

The above statements reflect the general duties considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all work requirements that may be inherent to the position.

This is a CUPE 3873 position

Deadline for applications:

Wednesday, June 24, 2026 – 2:00 p.m.

Salary range:

Class A - \$26.65-\$30.50 per hour

Class B - \$29.18-\$33.02 per hour

External candidates must apply online through Job Connect.

Please visit our website at www.retsd.mb.ca – Careers.

Internal candidates must apply online through Employee Connect > Job Tab.

Mail or Email applications will not be accepted.

Candidates are responsible for providing a clear and accurate resume that demonstrates how they meet the qualifications outlined in the job posting.

Please note that an employee is not permitted to hold two or more positions in River East Transcona School Division that combine to equal more than 1.0 FTE.

We thank all applicants, however only those selected for an interview will be contacted.