

## **JOB POSTING**

### **LEARNING & INNOVATION LEADERS**

<b><u>REPORTS TO:</u></b>	<b><u>POSITION GROUP:</u></b>	<b><u>STATUS:</u></b>
<b>Director of Educational Technology &amp; Innovation</b>	<b>Non-Faculty</b>	<b>Ten-Month, Full-Time, Probationary Positions</b>

Libraries have been and will always be a place people go to find a wealth of accurate, curated information. In the 21<sup>st</sup> century, school learning commons have become hubs for knowledge creation, rather than merely information warehouses. Our CFIS libraries inspire curiosity to discover something new, by providing access to a variety of tools and experiences that encourage inquiry-driven knowledge acquisition that invite our students to experiment and create. The school's learning commons provide enrichment, by supplying the time, space, & tools as well as the accurate, curated information to take student learning deeper. Supplying all of these things together in the libraries fills a gap in terms of what teachers are currently able to offer.

#### **Job Description:**

CFIS is seeking Innovation & Information Leaders for both the elementary and secondary divisions. Responsibilities include but are not limited to the following:

- Explain, use and demonstrate age-appropriate online tools, resources and research skills;
- Implement tasks related to library catalogue, including data entry and account maintenance;
- Order, shelve and repair library materials;
- Search and maintain library files and patron records, using various databases;
- Issue, renew, and discharge learning materials;
- Promote the materials available by creating thematic displays and assist teachers in appropriate ways;
- Aid the Director of Educational Technology and Innovation in the selection and de-selection of materials;
- Provide instruction that addresses multiple literacies, including information literacy, media literacy, visual literacy, and technology literacy by following a scope & sequence;
- Provide enrichment opportunities to students during lunch time programs;
- Participate in professional development;
- Offer elementary clubs and secondary division options;
- Lead and implement before- or after-school programming for students in Preschool to Grade 12;
- Other duties as needed.

### **Knowledge, Skills and Experience:**

*Preference will be given to applicants who:*

- Model professionalism in dealing with all stakeholders;
- Are able to relate well to children and employees;
- Have a sound knowledge of all technologies;
- Are passionate about and actively engage with social media;
- Are experienced with 21st century learning;
- Have experience in independent schools;
- Have training and experience in research and library skills.

### **Qualifications:**

- Must be fluent in French and English;
- Some training or coursework in information services;
- Learning and teaching – knowledge of learning models and strategies as well as relevant teaching pedagogy and models for the academic environment;
- Reference services – knowledge of the principles and techniques of effective reference service that provides access to relevant and reliable information;
- Strong public speaking and presentation skills;
- A creative and innovative spirit;
- Demonstrate initiative and an interest in lifelong learning;
- Understanding of the philosophy and principles of French Immersion education;
- Interpersonal skills that foster collegiality and the common goals of CFIS mission, vision, and values;
- Valid Police Information Check with Vulnerable Sector Search.

### **Salary:**

- As per the CFIS hourly pay grid.

### **Posting Closes:**

- At 4:00 pm on Monday, April 17, 2017.

If you meet the above qualifications and wish to apply, please email your cover letter and resume to [careers@cfis.com](mailto:careers@cfis.com).

You can also see the “Application instructions” page of our CFIS website at [www.cfis.com](http://www.cfis.com) for more information. All applicants are thanked in advance for their submissions.