



St. Clement's School, founded in 1901, is one of Canada's leading independent schools for girls and boasts a dynamic school community of approximately 470 students, from grade 1 to university entrance. St. Clement's School is renowned for its supportive, friendly environment and rigorous academic program, including an extensive Advanced Placement program.

We invite innovative and passionate people to apply now for this exciting full-time 1 year maternity leave contract position that commences in August 2016.

Head of Library & Information Services

Reporting to the Heads of School, the Head of Library & Information Services and has the overall responsibility of providing leadership and management of the Lassonde Library, in support of full school, Grades 1 to 12. With one direct report, the Head of Library & Information Services is also a Curriculum & Department Leader (CDL), and is a member of the SCS Faculty.

Academic responsibilities:

- Working with faculty, teach information literacy skills to students, plan integrated curriculum
- Assist with assignment creation and assessment, as needed
- Assist with innovating new and emerging technology tools in a school library environment
- Plan, prepare and teach the library program and LINC sessions
- Attend and participate at faculty meetings and PD opportunities
- Attend and participate in school functions and meetings as required

Library-specific responsibilities:

- Maintain a professional and welcoming library environment, and manage student behavior conducive to a positive learning environment
- Provide strong leadership and direction to support educational/operational/strategic goals
- Assist students and staff in locating materials, researching, citation, evaluation of sources etc
- Manage general library functions, including (but not limited to) acquisition of new materials, collection development, readers' advisory, management and promotion of the birthday book program, management of online resources (including eBooks, LibGuides, SCS Reads, our Edsby page and online databases), administration of the online library catalogue, cataloguing and classification, budget planning, inventory, orientation, literacy initiatives, etc
- Schedule classes/special events and bring the library to the classroom where necessary
- Promote literacy and reading throughout the school community
- Promote the ethical use of information
- Recruit, manage and train parent and student volunteers
- Remain current with school library trends and innovations.

Other:

- Commitment to co-curricular activities, and full participation in the life of the school
- Other duties as required

Qualifications and Requirements:

Education

- A Master's degree in Library & Information Service
- Knowledge of curriculum, grade one to twelve, and Advanced Placement courses (including AP Capstone)

Experience



- Minimum 5 years of experience in a senior Library role
- Previous work in a school setting
- Providing support for early literacy initiatives

Relevant Skills & Attributes

- Strong leadership skills including planning, budgeting and appropriate delegation
- Reliable, cooperative and collaborative
- Creative
- Current knowledge of copyright laws and practices
- Excellent technology skills in both Windows and Mac, including the ability to support others
- Commitment to girls' education
- Knowledge of girls' development and educational needs
- Superior verbal and written communication skills
- Strong customer service and work ethic, works effectively and respectfully with a wide range of patrons
- Organizational skills including prioritizing tasks and deadlines
- A willingness to participate in the life of the school

We offer a competitive compensation and benefits package, including participation in the Ontario Teachers' Pension Plan for those who qualify. As a condition of employment, a criminal record check is required.

Interested and qualified candidates are invited to forward a letter of application and detailed résumé, by Thursday, April 21, 2016, to: hr@scs.on.ca

To learn more about St. Clement's School, please visit our website at www.scs.on.ca.

St. Clement's School is an equal opportunity employer. Accommodations for disabilities will be provided where needed, on request, to support applicants with disabilities to participate in our recruitment process.

We thank all candidates for their interest. Only those selected for an interview will be contacted.