



## **JOB POSTING**

### **LIBRARY TECHNICIAN - ELEMENTARY (Preschool to Grade 6)**

<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</b>

Calgary French & International School (CFIS) is a full French language immersion co-educational independent school, serving over 750 students from preschool through to Grade 12. CFIS develops each student’s individual and academic potential in an academically rigorous program that is enriched with internationally-focused learning experiences and engagement in athletics and the fine arts. CFIS values openness, inquisitiveness, and understanding of both the community and the world beyond each student’s experience, and provides its students and employees with opportunities to lead and grow in a culture of mutual respect, creativity, innovation, and critical thinking. CFIS is a caring and supportive community for its students, faculty, and staff.

#### **Job Description:**

CFIS’s Elementary learning commons and Marcel Tremblay Learning Resource Center are hubs for knowledge creation, inspiring students to discover something new by providing access to a variety of tools and experiences that encourage inquiry-driven knowledge acquisition experimentation and creativity. The learning commons and Marcel Tremblay Learning Resource Center provide enrichment by supplying the time, space, and tools as well as accurate, curated information to take student learning deeper.

CFIS is seeking a preschool to grade 6 Library Technician for the 2018-2019 academic school year. Responsibilities include but are not limited to the following:

#### **Major Responsibilities – Library Technician**

- Foster a love of reading in our students through awareness and promotion of books that will matter to them;
- Empower students to become critical thinkers, enthusiastic readers, skillful researchers and ethical users of information;
- Explain, use and demonstrate age-appropriate online tools, resources and research skills;
- Support instruction that addresses multiple literacies, including information literacy, media literacy, visual literacy, and technology literacy;
- Promote the materials available by creating thematic displays and assist teachers in

- appropriate ways;
- 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 in collaboration with the Manager of Information Technology;
  - Issue, renew, and discharge learning materials in collaboration with the Library Learning & Innovation Leader;
  - Ensure the physical and digital spaces and the culture of the library are inviting and relevant to the life of the school and broader community;
  - Develop and manage the library budget;
  - Manage Library software, databases and policies to maximize the efficiency and usefulness of the library and its offerings;
  - Provide supervision and development for volunteers, student assistants, and employees assigned temporarily to the library;
  - Cultivate and maintain library collections, online databases, school textbook inventories, media resources and facilities that advance the academic programme of the school;
  - Leverage technology on a daily basis and maintain a personal commitment to professional growth by remaining current in the fields of library and information science, education, and emerging technologies;
  - Network with schools, public, university libraries and information agencies;
  - Participate in professional development; and
  - Other duties as required.

**Minor Responsibilities: Before and After School Programming**

- Plan, lead and implement excellent before-and-after-school programming for students in Kindergarten to Grade 6. Programming is driven by students' interests, and may include:
  - Arts activities (visual arts, dance, drama, music);
  - Athletic activities (team & individual sports, yoga, etc);
  - Outdoor play & exploration;
  - Dramatic play;
  - Homework time;
  - Literacy activities;
  - Leadership and philanthropy;
  - Science experiments and exploration;
  - Robotics, coding & programming;
- Engage in active supervision of students at all times;
- Provide developmentally appropriate behavioural guidance;
- Participate in maintaining a safe, clean, and welcoming environment;
- Maintain Alberta Child Care Licensing Standards at all times;
- Collaborate with BAS team members for program development;
- Support children's ongoing development and growth through best practices in

educational and recreational programming, in alignment with CFIS's mission, vision and values;

- Participate in professional workshops or courses;
- Maintain confidentiality about children, their families, and other employees inside and outside of the school;
- Follow directions given by Coordinator and Assistant Coordinator of Licensing and Accreditation, Director of Early Childhood Education, and Principal of Elementary;
- Other duties as needed.

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

*Preference will be given to applicants who:*

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

### **Qualifications:**

- Completion of a Library Technician Diploma or equivalent experience;
- Early Childhood Education Level 1 Child Care Worker certification is required,
  - Level 2 Child Care Assistant or Level 3 Child Care Supervisor certification is preferred;
- Must be fluently bilingual (French and English);
- Experience with OverDrive is preferred (Follett Destiny and Follett Textbook Manager library systems are an advantage);
- Proficient in Google Applications for Education;
- 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;
- Ability to lift up to 20 pounds;
- Understanding of the philosophy and principles of French Immersion education; and
- Interpersonal skills that foster collegiality and blend with CFIS's values.

The successful applicant will need to provide a recent Police Information Check with Vulnerable Sector Screening prior to commencing work.

**Salary:**

To be determined.

**Posting Closes:**

The posting will remain open until noon on Wednesday, June 6, 2018. If you meet the above qualifications and wish to apply, please review the “Application Instructions” page of the CFIS website at <https://cfis.com/join-our-progressive-innovative-team>.

All applicants are thanked in advance for their submissions.