



JOB POSTING

LIBRARY & TECHNOLOGY PROGRAMMING FACILITATOR (Preschool to Grade 6)

<u>REPORTS TO:</u>	<u>POSITION GROUP:</u>	<u>STATUS:</u>
Assistant Head, Academics	Support Staff	Ten-Month, Full-Time, Probationary

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.

CFIS’s Elementary Learning Commons is a hub for creating and enriching learning. It inspires 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 provides the space and tools to enrich student learning.

Job Description:

CFIS is seeking a **Library & Technology Programming Facilitator** for the 2020-21 school year. Responsibilities include but are not limited to the following:

- Plan, coordinate and implement library programming workshops for ages 3 to 12;
- Explain and demonstrate age-appropriate online tools and resources;
- Assist the Elementary Library Technician in the maintenance of the learning commons;
- Circulate and shelve library materials;
- Provide age-appropriate reference services and reader’s advisory for materials in French, English and Spanish;
- Provide active supervision;
- Lead and implement before-school programming for students in preschool to Grade 6;
- Remain current in the fields of library and information science, education, and emerging technologies;
- Adhere to library guidelines and procedures; and
- Other duties as needed.

Qualifications:

- Must be fluently bilingual (French and English);
- Familiar with Google Applications for Education;
- Strong storytelling skills;
- Displays creativity and innovation;
- Experience working with children ages 3 to 12, and delivering skill-based workshops;
- Demonstrates initiative and an interest in lifelong learning;
- Understanding of the philosophy and principles of French Immersion education;
- Child Development Assistant certification (level one);
- Valid Standard Level B (Childcare) First Aid certification; and
- Interpersonal skills that foster collegiality and blend with CFIS's values.

Preference will be given to applicants who:

- Have relevant library experience;
- Have a sound knowledge of library technologies;
- Have training or experience in research and library skills.
- Model professionalism in dealing with all stakeholders;
- Relate well to children and employees;
- Are experienced with 21st century learning;
- Have experience in independent schools;
- Are a collaborative team member.

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

Workplace Requirement:

- Ability to lift up to 20 lbs.

Salary:

To be determined.

Posting Closes:

The posting will remain open until the successful candidate is found. If you meet the above qualifications and wish to apply, please review the Application Process at <https://cfis.com/careers>.

All applicants are thanked in advance for their submissions.