



CROFTON HOUSE SCHOOL

Program Coordinator, Information Literacy & Teacher Librarian, Senior School
Exciting Opportunity for an Extraordinary Teacher
Full-Time - Continuing Contract
2019-2020

At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of junior kindergarten to grade 12 and beyond.

Bound by our belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning environment – including you.

Crofton House School is seeking an experienced Senior School Teacher-Librarian. This person will be a visionary leader in the field of library science and technology. Responsibilities will cover all aspects of library operations, including strategic planning and budgeting. Our teacher librarian will also be a teacher leader who creates an environment where student and faculty collaboration, inquiry and problem solving thrive. Our library will be a centre for creativity and innovation where all are open to new ideas and multiple perspectives – a true learning commons.

You are a skilled and experienced teacher, and you are able to transfer your knowledge to a diverse group of students, and in doing so, inspire their pursuit of knowledge. You are confident in supporting learners using approaches that are reflective of the way in which girls learn. You optimize the resources available to you. You are energized by what you do. **Students and colleagues** find you to be approachable, available, knowledgeable, genuine and supportive.

Key Responsibilities of the Program Coordinator, Information Literacy & Teacher Librarian:

Curriculum-Related Support

- Create an environment conducive to active and participatory learning, resource-based instructional practices
- Be up-to-date and knowledgeable of curriculum for courses offered at Crofton House School in Grades 8 to 12
- Assist in the development of instructional and assessment strategies that will enhance learning for young women
- Actively participate in curriculum development and ensure a timely delivery
- Develop a scope and sequence framework for the teaching of critical thinking and research skills
- Work collaboratively and cooperatively in curricula development with all faculty
- Ensure that IT is implemented judiciously in a library setting
- Encourage the use of instructional technology to engage students; providing access to digital information resources
- Remain current in professional practices, information technologies and educational research

Decision Making and Management

- Set and manage the library budget
- Select quality resources and manage collections that support the curriculum and student learning and literacy
- Collaborate with departments throughout the Senior School to build connection between classroom learning and library resources

- Establish goals on an annual basis that are aligned with the school's strategic plan
- Supervise personnel within the library
- Facilitate and attend Department Head and Program Coordinator meetings as required
- Take an active role in school improvement and accreditation activities
- Lead the implementation of the school's Academic Honesty & Integrity Policy

Qualifications, Knowledge, Experience:

- Relevant university qualifications (e.g. Bachelor of Education)
- B.C. Ministry of Education Certificate or Independent School Certification qualification criteria
- Additional Library studies and qualifications
- Experience in an independent school, an asset
- Collaborative and energetic with a passion for teaching
- Excellent interpersonal, communication, and problem-solving skills
- Excellent classroom management skills

Employment and Application Details:

Classes begin in September 2019 following teacher orientation in late August 2018.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP), and generous support for professional, educational and leadership development. Please note that applicants must be able to legally work in Canada.

Apply online at www.croftonhouse.ca/careers by **February 18, 2019**. We will review applications as soon as they are submitted. Interviews will begin in early March.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers
teach.croftonhouse.ca