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 is seeking a dynamic and visionary leader in the field of library science and technology to join the Senior School at this exciting time in the School’s history. Under the leadership of Ena Harrop, Head of School, (joined in July 2019), we are undertaking a mid-point review of the strategic plan to ensure the School is ready to meet new challenges and seize new opportunities. This position will contribute to this review and continue to build on our success in educating young women to embrace their ambitions and make a meaningful contribution to society.

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.

A skilled and experienced teacher and able to transfer knowledge to a diverse group of students to inspire their pursuit of knowledge. Confident in supporting learners using approaches that are reflective of the way in which girls learn. Approachable, available, knowledgeable, genuine and supportive for students and colleagues.

You will find the school to be a professional learning centre. In addition to spending an engaging day with students who are genuinely interested in learning, thinking and playing, Crofton House School educators, teachers and leaders, are collaborative, inspiring, and dedicated to the profession of teaching.

This position is scheduled to start in the summer of 2022 or sooner if available.

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

Curriculum-Related Support

- Create a positive, welcoming, and inclusive environment for all students and staff
- 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
- Create lessons to support research and inquiry projects and other learning objectives as needed. Create LibGuides, resource lists, and pair relevant learning resources and participate
in co-teaching.

- 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
- Maintain and circulate departmental textbooks throughout the year, ensuring returns at the end of the school year.
- 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

### Key responsibilities of all teachers at CHS

- Bring a student-centered, inquiry-based and collaborative approach to the delivery of the B.C. curriculum
- Support the growth and development of individual learners through the delivery of the Crofton House School Ivy and Advisory program
- Work collaboratively with teachers in the Senior School to plan, develop, and implement an extraordinary learning experience for each individual student
- Build relationships with teachers and staff across the school community through timely and responsive communication and availability
- Set annual professional growth goals
- Be an active and positive participant in the co-curricular program, through sponsorship of Library Club

### Qualifications, Knowledge, Experience:

- B.C. Ministry of Education Teaching Certificate or Independent School Certification qualification criteria an asset
- Relevant university qualifications preferably at the graduate level (e.g. Master of Library and Information Studies) (essential)

### Other desirable attributes, knowledge and experiences:

- Experience creating and managing new programs that support a lifelong love of learning and reading and create a positive, community experience for students.
- Excellent interpersonal, communication, team-work and problem-solving skills
- Understanding of the importance of intercultural fluency and culturally sensitive approaches to learning
● Commitment to continued professional development and growth and to the highest standards of professional practice
● Readiness to participate in the diverse life of the school community
● Understanding of the learning styles of girls and young women
● Understanding of the expectations of a high achieving academic environment
● Experience in a position of leadership
● Experience in an independent school an asset
● Experience of the BC curriculum

Employment and Application Details:

Classes begin in September 2022 following teacher orientation in late August 2022.

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. We will review applications as soon as they are received. Posting is ongoing until filled. Qualified applicants are encouraged to apply as soon as possible.

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