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 Technician, Library, Senior School to contribute to the success of the Learning Commons by supporting its services and programs. You are skilled and experienced in your field, able to transfer your knowledge to a diverse class of students and in doing so, you 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 and are energized by what you do. Students and colleagues find you to be approachable, available, knowledgeable, genuine and supportive. Our library is a centre for creativity and innovation where all are open to new ideas and multiple perspectives – a true learning commons.

Responsibilities:

- Assist staff and students with basic reference queries, locating resources in the catalogue and library stacks
- Use an integrated automated library system to circulate items, maintain records and generate reports
- Perform cataloguing of library materials, including print, electronic, and a/v resources
- Demonstrate the use of library equipment (iPads/ photocopier)
- Record daily statistics (ie: headcounts)
- In the absence of a teacher, monitors student behaviour in the library and maintains a positive, respectful environment
- Promote library materials and programs effectively to encourage all learners
- Submit maintenance and IT requests
- Order supplies (ie: barcodes, office supplies)
- Assist with displays and projects and create signage as needed to ensure the library is well maintained and welcoming for staff and students
- Collection maintenance including weeding, book repair, and inventory
- Co-manage the library budget with Program Coordinator Librarian to effectively acquire materials that support outcomes and school goals
- Assist with acquiring print resources for the library collection
- Create purchase orders, place orders, follows up with vendors as needed
- Coordinate book and textbook returns at the end of the school year
- Ensure staff and students are adhering to all library policies and procedures
- Open or close library depending on hours of work
Qualifications, Knowledge, Experience:

- Library Technician diploma or equivalent
- Experience with Destiny ILS, Google Apps for Education, and other technologies preferred
- Experience working in a school library
- Knowledge of young adult, fiction and non-fiction literature an asset
- Knowledge of BC curriculum and related resource materials an asset
- Experience supervising and orienting staff, students and volunteers
- Excellent written and oral communication skills
- High degree of diplomacy, confidentiality, discretion and tact
- Willingness to be part of a collaborative environment and work closely with colleagues, alumnae, and parents
- High standards of professional ethics, integrity and judgement
- Highly organised with the ability to perform tasks with minimum supervision
- Personable, relates well to stakeholders and is a positive, contributing team member
- Strong organisational skills with excellent attention to detail and ability to meet tight deadlines
- Flexibility and adaptability in the face of changing operational priorities

Employment and Application Details:

Position is scheduled to start immediately.

Please note that applicants must be able to legally work in Canada and will be subject to a criminal record check through the Ministry of Public Safety.

Employees of Crofton House School receive competitive compensation and generous support for professional, educational and leadership development.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are submitted. **Please submit a cover letter and resume with your application.**

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

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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](http://www.croftonhouse.ca/careers)