



Library Technician – 0.80 FTE South Middle School Campus

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, serving over 3700 students in eight campuses throughout the city. We offer educational programming through a distinctive Direct Instruction Teaching and Learning Framework (DITLF) that has been refined and developed within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the four pillars of our charter, namely academic excellence, character development, parental involvement and staff leadership are valued and fostered.

Position Summary

A Library Technician is required for a part-time continuing position at the South Middle School Campus beginning August 21, 2023.

The successful applicant will be required to attend Orientation in August.

The Library Technician will work under the direction of the Principal, managing the library resources and the development of materials to support the curriculum and promote literacy. This is accomplished through library administration, management of informational services and supporting the use of technology.

Responsibilities

To include but not limited to:

1. Library Administration
 - a. Circulating all materials (multimedia and print), and tracking overdue items
 - b. Ordering grade appropriate materials with the approval of the Principal Educator or, when designated, the Administrative Assistant
 - c. Cataloguing and coding of new inventory
 - d. Repairing of damaged books
 - e. Maintaining a school library that is conducive to promoting literacy and life-long learning
 - f. Annual inventory of library collection
2. Information Services
 - a. Assisting teachers in identifying materials for research units
 - b. Providing an orientation to all students, staff and volunteers of library

- c. Supervising and assisting students with learning materials
- 3. Technology
 - a. Maintaining equipment in the library
 - b. Assisting staff and students using the technology within the library
 - c. Maintaining current database of library circulation
- 4. Other related duties as assigned

Qualifications

Certification from a recognized Library Information Technology Program is required. Preference will be given to candidates with previous experience and candidates who demonstrate the following qualities:

- A supportive and caring manner with children and a belief that all students can learn.
- Demonstrates initiative and is solution-oriented.
- Strong organizational skills.
- Strong interpersonal skills.
- Willingness to be a leader and to contribute in a positive manner to the entire school community.
- Enjoys the challenge of working in a multi-cultural environment.
- A belief in continuous learning and a desire to continuously improve.

Closing date for applications: This position will remain open until a suitable candidate is found.

Application Details:

Interested candidates are asked to e-mail a cover letter, resume and 2 references to chloe.graveline@ffca-calgary.com.

While all applicants are thanked for their interest, only those selected for the interview process will be contacted.