



*The world needs great women...it starts at The Study. Founded 1915, and recognized as one of Canada's premier girls' schools, The Study actively fosters the development of character, confidence and visionary thinking. Dedicated teachers and staff offer a stimulating bilingual environment to students from Kindergarten to Grade 11.*

### **School Librarian K to 11 (part-time 80%)**

Reporting to the Head of School and the Senior and Elementary School Directors, the School Librarian will create a warm and open environment for both students and staff, that is targeted towards active and participatory learning, resource-based library practices, and collaboration with teaching faculty to meet the mission and vision of the school.

#### Credentials:

- A Bachelor's degree with formal training in Library Science
- A Bachelor of Education/Brevet d'enseignement

#### Necessary Qualities:

- Excellent communication skills in both English and French (written & spoken)
- Time management skills
- Passion for working with students

#### Responsibilities:

1. Engaging students in library reading, research and project work.
2. Collaborating with teachers to create a master schedule for student visits to each library, and to engage students with a library lesson for each visit.
3. Encouraging and utilizing modern teaching technology and to facilitate research and project work for the entire learning community.
4. Keeping up-to-date with ministry requirements and record keeping vis-à-vis book buying for school libraries in Quebec, and helping staff and faculty when purchasing classroom library books.
5. Remaining current and updated on professional practices and developments, information technologies, and educational research, pertinent to school library programs.
6. Collaborating with teachers to ensure that materials available reflect current themes and areas of study in the curriculum.
7. Protecting and keep the library's information, books, and other materials
8. Making necessary books and materials available to students and other people who have come for research and supervising and engaging all students who are in the library for independent and group study.
9. Teaching students and staff how to use technology to access and research information pertaining to their project and program needs, and to network with the Director of IT regarding the use of technology for student and faculty research and projects.
10. Networking with other school librarians, and with school faculty and staff.
11. Develop new ways to promote reading (including but not limited to audio books, e-books, Skyping authors)

12. Collaborate on innovative projects
13. Help students develop research and presentation skills
14. Facilitate lessons for discussion on digital citizenship topics
15. In addition, the School Librarian will coordinate, with a student committee, the Yearbook.

If interested please forward your letter of interest, curriculum vitae and references by July 5th, 2018 to: [nsweer@thestudy.qc.ca](mailto:nsweer@thestudy.qc.ca) or The Study, 3233 The Boulevard, Westmount, Quebec, H3Y1S4. We thank all candidates in advance. However, only those selected for an interview will be contacted.