



Loyola

HIGH SCHOOL

JOB DESCRIPTION

POSITION: Assistant Librarian

REPORTS TO: Librarian

ABOUT LOYOLA: Loyola is a Jesuit, Catholic school that challenges its young men to become intellectually competent, open to growth, religious, loving, and committed to doing justice.

A university-preparatory school, Loyola is committed to the development of the whole person through a comprehensive educational experience of academic excellence, spiritual and religious formation, and extra-curricular involvement.

EDUCATION: Bachelor's Degree
Library Technician diploma or Masters of Library/Information Science would be assets

EXPERIENCE: Training or experience in the field of education and or libraries required
Experience working in a high school environment preferred
Knowledge of Young Adult literature (French and English)
Information literacy skills

LANGUAGES: French & English; native French fluency preferred

DUTIES AND RESPONSIBILITIES:

Assist in the day-to-day operations of all aspects of library services.
Promote literacy through the creation of programming, displays, bulletin boards, etc.
Teach library skills, information literacy skills, online research skills
Provide student supervision, discipline and support
Other duties as assigned by Librarian or Principal

OTHER REQUIREMENTS:

Proficiency in library management systems (Loyola uses *Mandarin*)
Comfortable with a variety of educational technologies (*iPads, Chromebooks & Google Suite*)
Ability to work productively both independently and collaboratively
Strong organizational skills as well as strong oral and written communication skills
Strong Interpersonal skills in working with adults and adolescents
Knowledge of Quebec curriculum
Strong commitment to the Jesuit mission in education

APPLICATION: Kindly submit a cover letter, resume, university transcripts, three professional references via the link below:

https://loyolaforms.formstack.com/forms/loyola_job_application

We thank all candidates for their interest; however, only those selected for interviews will be contacted.