



Position Summary

The LMS is an information and digital literacy leader who inspires and supports students' engagement with literacy. The LMS ensures equitable access, provides personalized support, and fosters a culture of collaboration and innovation to empower teachers and learners. The LMS is skillful at embedding student-centered experiences to support learners develop the knowledge and skills necessary to thrive in the digital age. In their work with all stakeholders, the LMS personifies the TKS Guiding Statements and Teacher Profile.

The LMS is responsible for managing the library, which offers both information and digital literacy resources, programming, spaces, and services to the assigned school division. Depending on the division, this may include additional responsibilities, such as leading the IB Diploma extended essay process for the high school. The LMS works collaboratively with colleagues, coaches colleagues, and consults with the divisional Principal, Associate Principals, and Coordinators. The LMS reports to the Educational Technology Director.

The LMS mainly works with students, faculty, divisional leadership teams, the Educational Technology Director, the digital literacy & ITS teams, and oversees LMS assistant(s).

Major Responsibilities

Program and Resource Leader

As a leader, the LMS creates an environment where collaboration and creative problem solving thrive. The LMS demonstrates his or her role as a visible and active leader within the school community, an advocate for information and digital literacy, and a professional member of the school community by:

- Being actively involved in school decision making, improvement and accreditation activities · Managing library resources to ensure they are current, relevant, and appropriate, including overseeing budgets, curation, ordering, cataloging, auditing, and reporting
- Designing engaging, accessible physical and digital library spaces for students and teachers · Promoting library visits, increasing circulation of books, and the use of digital resources for teachers, students, and families
- Training and supervising Library Assistant(s)
- If in the Elementary, Middle or High School, overseeing the Student Librarian program, which includes the training and supervising student librarians

Instructional Partner

As an instructional partner, the LMS collaborates with educators to connect students' digital information and literacy needs with curricular content and learning outcomes. The LMS demonstrates their role as an essential instructional partner by:

- Actively participating in the curriculum development process
- Designing engaging learning experiences in collaboration with teachers
- Providing personalized support and coaching through situational leadership
- Exploring and promoting opportunities for innovation in and outside of the classroom · Attending grade-level meetings to align information and digital literacy standards with units of study and curriculum standards
- Curating resources relevant to units of study
- Collaborating with educators to authentically integrate library resources

Information Specialist

As an information specialist, the LMS provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, while promoting the ethical use of information. The LMS provides expertise in information and digital literacy by:

- Guiding effective integration of digital tools in the classroom
- Supporting students in finding and evaluating sources that meet curricular and learning · Co-planning and co-teaching lessons to help students become informed and responsible consumers of media
- Ensuring that school program goals and objectives are aligned with the TKS Technology and Information Literacy Framework, and the school's mission, vision, and values
- Curating digital and physical resources to provide equitable access for the school community · Staying up-to-date with professional practices and educational research related to innovative technologies
- Developing and promoting flexible physical and virtual spaces and systems that foster inquiry, creativity, collaboration and community
- Leading the teaching of accurate citation practices and academic referencing tools · Understanding and modeling appropriate use of data privacy and digital citizenship, including copyright, fair use, and licensing of intellectual property)
- In the Elementary school, providing information and digital literacy instruction as part of the ES Enrichment program
- In Middle and High School, providing 24/7 access to digital information resources for students and staff

Program Administrator

As program administrator, the LMS collaborates with members of the learning community to define the policies and guidelines for the information and digital literacy programs, guiding and directing all related activities. The LMS maximizes the program's efficiency and effectiveness by:

- Organizing book fairs with materials appropriate for selected school division
- Hosting engaging literacy events that promote family involvement in the school
- Helping families navigate the digital world to support their child's use of technology as empowered, thoughtful digital citizens who use technology for good.
- Applying strategic planning for the continuous improvement of the program
- Managing staff, resources, and facilities to achieve program goals
- Developing teaching staff through targeted training
- Overseeing the program budget to align specific program goals
- Conducting regular audits of print and digital resources, retiring outdated materials and onboarding new ones as needed.

Competencies

- Empathetic, positive, and optimistic
- Demonstrate initiative and independence
- Communicate effectively with parents, teachers, students, and broader community ·
Excellent problem solving and decision maker
- Models the school values, presenting a positive image
- Experience working in multicultural environments and demonstrating intercultural understanding and respect
- Enthusiastically supports students and their learning
- High level of competency and knowledge in technology

Qualifications & Experience Required

- Bachelor's Teaching degree certification, or equivalent in information and digital literacy ·
Minimum of two years of teaching experience in information and digital literacy
- Master's degree in Library and Information Science OR an equivalent program from an accredited institution (preferred)
- A strong understanding of the ISTE & AASL Standards and relevant IB programs (PYP, MYP and/or DP) (preferred)
- Additional certifications and experience in information and digital literacy, i.e., ISTE Future Ready Librarianship, Google certified educator (preferred)