TEMPORARY SENIOR LEARNING COMMONS TECHNICIAN
System Learning Commons
1.0FTE POSITION
Salary $49,606 (based on a 1.0FTE)
Start Date: As Soon As Possible – May 3, 2019 (end date may be revised)

SCOPE
Reporting to the Manager, IIT System Learning Commons and Training, the incumbent will work with the teacher-librarians and other board staff to provide specialized support services in the School Learning Commons relating to virtual resources.

DUTIES
- As part of the System Learning Commons team, the incumbent will be responsive to requests from teachers and board staff regarding best practices on the use of virtual resources including:
  - Design, develop and deliver both school focused and specialized, professional training on virtual resources maintained by the System Learning Commons
  - Design, develop and deliver virtual resource marketing materials in a variety of formats (ie. Web tutorials, videos, brochures, etc.)
  - Troubleshoot reported problems and provide assistance on software and virtual resources to teachers and board staff
- Ensures that appropriate access to virtual resources is available at all times:
  - Create and maintain the Virtual Library web pages
  - Ensure remote and school access to the virtual resources including security, presentation and access points
  - Provide administrative and technical support for the Virtual Library databases (ie. Ministry supported product administration as well as purchased database administration)
  - Coordinate cataloguing and/or duplication and access to media resources
  - Catalogue resources as necessary
  - Troubleshooting conversion issues of media products
  - Liaise with other board departmental team members regarding web page maintenance, databases, software and network related issues as well as exploring new points of access to virtual resources
  - Through the Manager, System Learning Commons and Training, coordinate work related to virtual resources with school based Learning Commons Technicians
- Facilitates the selection and purchase of media and e-resources that support curriculum delivery:
  - Keeps current with education virtual resources, curriculum related media and all related vendors
  - Liaise with Program Consultants and teaching staff on the selection of materials
  - Maintain a process to review resources in consultation with teaching and board staff
  - In conjunction with the Supervisor, System Learning Commons, with an assigned budget, decide on media and database purchases to support curriculum
  - Liaise with vendors regarding database products, software licensing, network and IP related issues
• Arrange trials for virtual resources based on collection analysis and curriculum needs
• Negotiate with vendors and/or distributors for public performance rights and copyright compliance
• Participate in relevant purchasing consortia to facilitate financial savings and information sharing (i.e., Southern Ontario Media Association)
• Manage the licensing agreements for the Virtual Library resources and regularly produces statistical reports on usage

• Models 21st century learning when working in schools and with all board staff.
• Keeps current on trends in learning commons, library management and overall library philosophy and apply to the position.
• Participate in board and departmental committees and meetings, special workshops and projects as assigned.
• Other duties as assigned.

QUALIFICATIONS
1. Library and Information Technician’s certification combined with 5 years’ experience.
2. Extensive knowledge of 21st century learning, the Learning Commons and the Ontario curriculum.
3. Thorough knowledge and understanding of library procedures including cataloguing, acquisitions, reference, circulation, etc. Specific knowledge of Horizon systems, including Enterprise, would be an asset.
4. Knowledge and understanding of the Board’s strategic direction and annual plans.
5. Excellent interpersonal and communication skills.
6. Ability to work collaboratively within a team environment.
7. Demonstrated organizational and time management skills.
8. A record of demonstrated job competence combined with an excellent employment and attendance in a challenging working environment.
9. A valid driver’s license is required to travel extensively throughout the Board.

APPLICATIONS

Deadline for submission is 4:00 p.m. on Wednesday, April 10, 2019

Please apply to: Danielle Meville, Acting Human Resources Staffing Officer
Hamilton-Wentworth District School Board
P.O. Box 2558
Hamilton, Ontario L8N 3L1
Fax: 905-521-2543
e-mail: mycareerOCTU@hwdsb.on.ca

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted.

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.