



## **CAREER OPPORTUNITY**

**Position Available:** Teacher/Librarian and Student Support Teacher

**Location:** Rundle College, Collett School, Calgary, Alberta

**Start date:** August 26, 2019

**Posting:** Internal / External

**Capacity:** 1.0 FTE; Permanent

**Application closing date:** March 15, 2019

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Rundle College is an independent, coeducational, day school that was founded in 1985 and provides an outstanding educational experience for approximately 1080 students in Kindergarten through Grade 12. In addition to academic achievement, Rundle's programs emphasize character development, leadership training and good citizenship.

Rundle College Society is a not-for-profit corporation with approximately 175 faculty and 37 staff, it has a strong presence in the community as an established employer.

Rundle College is committed to its Mission: to create a nurturing, engaging environment that provides an enriched, personalized education, preparing students for an ever-changing world. Rundle College will help students discover their potential, challenge them to attain their best and celebrate with them when they do.

### **Position:**

Rundle College Society is seeking a Teacher/Librarian and Student Support Teacher to join our team at the Collett School.

### **Duties & Responsibilities:**

#### Learning Commons

- Plan and implement programs that inspire independent and capable readers
- Collaborate with teachers to design effective literacy programs and inquiry projects
- Develop and manage a diverse, current, well rounded, print collection and make recommendations to a digital collection
- Create and implement a scope and sequence for information management competencies and work in collaboration with teachers to teach an aligned program



- Provide guidance and support to the library technician, volunteers, staff support, and student assistants
- Manage Collett's library management system (L4U)
- Create and manage bibliographies to help support all units of study

#### Student Support

- Provide writing support and create lessons targeting individual student academic needs
- In conjunction with the LC role, work with students to further enhance literacy skills and abilities
- Work in collaboration with the student support team to help to coach and individual/group sessions focusing on the social and emotional needs of students
- Meet and goal plan with parents about student progress and concerns

#### **Knowledge, Skills & Technical Ability:**

- Alberta Teaching Certification
- Have expertise and training in the study of Library Sciences
- Have experience and training in library management systems with preference in L4U
- Have sound knowledge and awareness of current primary/elementary literature as well as literature trends
- able to work collaboratively with teacher teams to plan units and determine best supportive digital and print resources
- Have experience and expertise in working with students with academic support
- Must be flexible, collaborative and have a positive, growth mindset

#### **How to Apply:**

Rundle College offers a competitive compensation and benefits package, training + development support and many other unique perks as a part of joining the Rundle team.

All qualified candidates are encouraged to apply and express their interest in confidence via email to Mrs. Lisa Danis, Principal (Danis@rundle.ab.ca). A letter of application accompanied by a resume and the names of two references can be forwarded to Mrs. Lisa Danis, Principal (Danis@rundle.ab.ca) by March 15, 2019.

**We appreciate all applications, however, only those candidates selected for an interview will be contacted.**

Rundle College is committed to providing accommodation for persons with disabilities. Please



# RUNDLE COLLEGE SOCIETY

*Attention to Excellence*

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contact Rundle College administration office 403-291-3866 for further details or if you require any information in an alternate format. Rundle College is an equal opportunity employer.

**\*\*\* PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES \*\*\***