POSITION: Learning Resource Assistant DEPARTMENT: Human Resources

REPORTS TO: School Principal/Vice-Principal DIVISION:

REVISION DATE: February 2017 SALARY GRID:

**SUMMARY:**

**The Learning Resource Assistant provides support for the growth and development of flexible, inclusive learning spaces that encourage communication, collaboration, creativity, critical thinking and inquiry. The LRA is expected to have an understanding of 21st century learning and teaching strategies and skills and how they integrate into a school environment.**

**MAJOR RESPONSIBILITY AREAS:**

1. Collaborate with staff and students on cross curricular, interest and inquiry based research projects, presentations and activities that mirror classroom learning.
2. Promote, organize and maintain a differentiated collection of physical and digital resources.
3. Model the use of appropriate technologies using real world and global connections in accordance with the Board’s Digital Citizenship Policy.
4. Promote reading and research as foundational skills for learning.
5. Develop and maintain an accessible space that promotes learning through creating and inventing through the use of Makerspace.
6. Schedule and delegate tasks for volunteers and students in the Learning Commons.
7. Participate in small and large team group discussions to enhance professional learning and growth.
8. Perform other related duties as assigned.

**EDUCATION:**

Two-year post-secondary Library and Information Technician and/or equivalent work related experience

**TRAINING AND EXPERIENCE:**

Between 6 to 9 months of relevant experience

Experience with information and media literacy

Previous experience with emerging technologies

**POSITION COMPETENCIES:**

**Technical:**

Proven ability to acquire and implement new system supported technologies in an integrated learning environment. Understand and demonstrate 21st century learning and teaching strategies and skills.

**Interpersonal:**

Excellent interpersonal and communication skills. Willingness to take risks, accept professional change and take on new challenges as a life-long learner.

**Problem Solving:**

Must demonstrate an ability to analyze problems and apply conflict resolution skills.

**Dependability:**

Must be an effective worker in both a team and an independent environment, show attention to detail and demonstrate high levels of organization and time management.

Valid Ontario Driver’s License required.

**PHYSICAL DEMANDS:**

This position requires individuals to lift objects up to 10 lbs. with bending, twisting, sitting, standing, walking, reading of work-related material. There is a degree of constant speed and dexterity over most of the working day while using office equipment, generally typing or data entry activities. May require considerable visual attention to detail.

**WORK ENVIRONMENT:**

This is a general school environment with some exposure to disagreeable conditions, however mostly inside work, perhaps in a noisy or crowded space with some possibility of minor accidents (bruises, abrasions, minor cuts, but not involving lost time).

**ORGANIZATIONAL RELATIONSHIP:**

* POSITIONS SUPERVISED: n/a
* WORK ASSIGNMENTS RECEIVED FROM: Principal/Vice-Principal

**APPROVAL:** DEPARTMENT MANAGER:

HUMAN RESOURCES: