

SUPPLY INFORMATION SERVICES TECHNICIANS

General Information:

The Board is seeking applicants for the position of supply Information Services Technicians. Successful candidates will be placed on the Board's Information Services Technician supply list for casual, on-call work in replacement and overload situations with no guarantee of hours of work.

The role of the Information Services Technician (IST) is to provide information and computer services to students and staff by coordinating and maintaining the Library Commons, the computer network, various digital assets, smart boards, SEA equipment, peripherals, and audio-visual equipment. Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.

Qualifications:

- Degree, diploma or specialist certificate in Library Science Technology, Computer Technology or a related diploma or degree.
- Must be able to demonstrate the required computer skills and or library skills;
- Highly developed organizational, interpersonal and problem solving skills;
- Fluency in French (oral and written) would be an asset for some schools;
- Minimum of three years related experience.

Required Documents:

- Cover Letter
- Resume of qualifications and experience
- Copy of degree/professional certificates as required.
- Reference check consent form which **MUST** include **valid e-mail addresses** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website [Careers - Lakehead District School Board \(lakeheadschooldistrict.ca\)](http://www.lakeheadschooldistrict.ca/Careers).

Application Procedure:

Email your completed application package to copehire@lakeheadschooldistrict.ca **Note:**
Please submit one complete PDF document. Please do not submit multiple attachments.

Application Deadline: Friday, May 9, 2025, at 4:30pm

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*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

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Lakehead District School Board