

QUALIFIED AND UNQUALIFIED 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.
- A minimum of a 2-year diploma in a related field with related work experience will be considered if able to demonstrate the required library and computer skills.
- Highly developed organizational, interpersonal, and problem-solving skills, and the ability to work independently.
- Fluency in French (oral and written) would be an asset for some schools.

Required Documents:

Each candidate shall submit in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of diploma/certificates as required
- Reference check consent form which MUST include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website <https://www.lakeheadschoools.ca/careers/>.

Application Procedure:

Email your completed application package to copehire@lakeheadschoools.ca

Note: Please submit one complete PDF document. Please do not submit multiple attachments.

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Application Deadline: Friday, June 20, 2025 at 4:30pm

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