

HIRING COMPETITION

QUALIFIED AND UNQUALIFIED SUPPLY INFORMATION SERVICES TECHNICIANS

General Information:

- Applications will be accepted until positions have been filled.
- Only applicants selected for an interview will be contacted.
- This position represents an existing vacancy within the Lakehead District School Board.
- Supply Rate of Pay is \$25.70 per hour, in accordance with the C.O.P.E. Collective Agreement.

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.

Preferred 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.
- 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;
- other qualifications as per the job description.

Each candidate shall submit the following:

- A covering letter
- A resume of qualifications, education, and experience
- Copies of all relevant certifications and qualifications
- A signed Reference Check Consent Form can be found here - [Careers - Lakehead District School Board](#)

Offer of employment is conditional upon the successful candidate providing a current Police Record Check including Vulnerable Sector Screening (dated within the past 6 months).

This document does not need to be included in the application package.

Application Procedure:

Please email complete application packages to: copehire@lakeheadschoools.ca

We welcome applications from all qualified candidates!

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.