



REPORT TO

## STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

### LIBRARY TECHNICIAN RECRUITMENT STRATEGY

*“We are putting no obstacle in anyone’s way, so that no fault may be found with our ministry.”  
2 Corinthians 6*

| Created, Draft   | First Tabling | Review                                      |
|--|---------------|---|
| February 21, 2019  | April 4, 2019 | <a href="#">Click here to enter a date.</a> |
| Adrian Della Mora, Superintendent of Human Resources & Employee Relations<br>Mark Moffett, Sr. Coordinator, Academic Services, Human Resources |               |   |

### INFORMATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

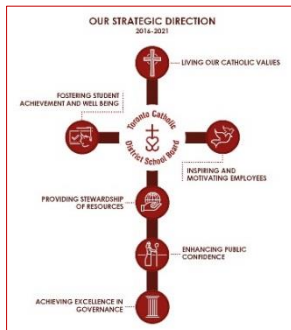
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report responds to the following Board motion flowing out of February 14, 2019, Corporate Services, Strategic Planning and Property Committee Regular Meeting:

That staff bring a report back to the April 4, 2019, Student Achievement Committee Meeting that investigates the possibility of assisting with educational programs to certify library technicians, and further investigates the number of teacher librarians available to be librarians in our elementary schools.

Staff was also tasked with developing a long-term recruitment plan for these vacancies while addressing a simultaneous and significant need to invest in building our recruitment capacity through the acquisition of additional recruitment staff and tools.

*The cumulative staff time required to prepare this report was 7 hours.*

## **B. PURPOSE**

Staff was directed to investigate the possibility of assisting with educational programs to certify Library Technicians, investigate the availability of Teacher Librarian candidates for vacancies in the elementary panel and develop a long-term recruitment action plan for these positions.

## **C. BACKGROUND**

1. The Recruitment section of the Human Resources department needs to acquire additional staff and tools, such as an electronic applicant tracking system, to effectively support the recruitment needs of the Board.
2. Our ability to actively and effectively recruit staff in the various occupational groups is adversely impacted by the current size of the Recruitment team, access to interview teams with the requisite expertise, training timelines, and available space to conduct interviews.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. **Library Technician Certification Assistance** – Seneca College has a 2-year Library Technician program as well as an accelerated 1-year program which cost approximately \$9,546 and \$6,996 respectively. The prerequisite for the 2-year program is an Ontario Secondary School Diploma whereas a degree or a post-secondary diploma is required for the accelerated 1-year program.

The limited size of graduating cohorts and strong demand restrict access to qualified candidates.

2. The TCDSB's constant need for elementary teachers to fill daily Occasional Teacher and LTO positions has eliminated our ability to use qualified teacher candidates for experiential purposes in Library Tech positions.

3. **Teacher Librarian Action Plan Implemented to Address Current Vacancies:**

- Revised our Careers Website and the Director's Bulletin with updated Library Technician posting.
- Position advertised at a number of colleges including Seneca College, Algonquin College, Durham College, Confederation College, University of Fraser Valley, Mohawk College and Conestoga College.
- Position advertised in Jobs in Education and Indeed.ca job boards.
- Engaged the Coordinator of the Library and Information Technology program at Durham College to pursue potential partnerships/placements for students. Establishing relationships with other Colleges to pursue similar opportunities.
- Engaged the Ontario Association of Library Technicians to discuss challenges and opportunities.
- Contacted 234 retired Secondary Teachers and retired Library Technicians from 2016 to present to explore their interest in current vacancies. 21 of these retirees expressed interest and are currently being assessed.

4. **Long-Term Action Plan to Recruit Library Technicians:**

- Further enhance partnerships with program providers to gain access to qualified Library Technicians;
- Invest in additional staff to build recruitment capacity;
- Participation in Job Fairs;

- Engage external search firms to augment our recruitment capacity;
- Secure long-term funding for interview panel members;
- Secure long-term space solution for Recruitment activities such as conducting interviews and debriefs;
- Acquire Recruitment tools such as an Applicant Tracking System (SAP-Success Factors).

## **E. CONCLUDING STATEMENT**

This report is for the consideration of the Board.