

CARLY HEFFNER

Educator & Information Professional

CONTACT

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www.carlyheffner.com

SUMMARY

I'm a creative and thoughtful educator with specialties in inquiry, play based learning, and elementary literacy. Please visit my professional website www.carlyheffner.com to see some examples of my work as a classroom teacher, archivist, circulation clerk, artist and much more!

EDUCATION

Masters of Information
McGill University |
Montreal, QC
2019 - 2021

Bachelors of Education
University of Western
Ontario | London, ON
2013 – 2014

Bachelors of Fine Arts
Emily Carr University |
Vancouver, BC
2007– 2011

ADDITIONAL QUALIFICATION COURSES

Ontario College of
Teachers Certified

- Primary Education
- Primary Math
- Senior Fine Arts
- Teacher Librarian
- Special Education

RELEVANT TEACHING EXPERIENCE

GRADE 2 TEACHER

Colonel J. Fred Scott | Calgary, AB | September 2025 – January 2026

- Planned daily lessons in literacy, numeracy and inquiry for grade 2 students, many with different abilities in learning
- Taught the Three levels of Government Unit to the entire Grade 2's at once (57 students-3 classes)
- Incorporated art and creativity in lessons when appropriate
- Co-taught Gym everyday
- Taught in a double classroom with another teacher
- Instructed and set up the class with the Universal Design of Learning approach to reach students who are English Language Learners and/or have learning difficulties.

GRADE 4 TEACHER

The Mabin School | Toronto, ON | October-December 2018

- Supervised and ensured the safety of 22 students
- Developed and implemented appropriate lessons and programming based off of Ontario curriculum expectations
- Provided academic and social support to students both in grade 4 and the entire school community
- Collaborated with learning strategy teachers to best support special needs students

KINDERGARTEN TEACHER

Bialik Day School | Toronto, ON | September 2015 – June 2018

- Supervised and ensured the safety of 21 students
- Taught multileveled students, creating differentiated activities to best meet learning needs
- Implemented a guided, shared, and take home reading program
- Designed a play and inquiry-based learning environment
- Implemented daily STEAM activities
- Led clubs and committees
- Developed and maintained a strong professional rapport with parents
- Displayed a strong knowledge of relevant technology working in a Mac laptop environment

Recent Professional Experience

PROFESSIONAL TEACHING SKILLS

- Self-Reflective
- Communication Skills
- Leader
- Organized
- Adaptive
- Classroom Management
- AI & Digital Literacy
- Team Player
- Conflict Resolution Skills

PERSONAL ATTRIBUTES

- Emotionally Intelligent
- Compassionate
- Lifelong learner
- Community minded
- Critical thinker
- And most Importantly loves dogs

ARCHVIST ADMINISTRATOR

JAHSENA | January 2023 – January 2025

- Attend to duties in maintaining the Archive, Library, and Special Collection
- Work closely with board members
- Implement policy development and membership systems
- Manage operations
- Records Management
- Facilitate programming and outreach opportunities
- Coordinate and schedule volunteers
- Editor for quarterly newsletter

DIRECTOR OF LIBRARY SERVICES

Yellowhead County | Wildwood, AB | April 2022 – October 2023

- Oversaw Evansburg, Wildwood, and Niton Junction Public Libraries
- Carried out day to day administrative and financial duties
- Acted as a liaison between library Managers and the Library Board
- Maintained strong relationships with community members including Council and organizations in Yellowhead County (eg; Lobstick Learning)

ASSOCIATE DIRECTOR

Camp Solelim | Sudbury, ON | June – August 2018

- Oversaw and ensured the safety of 120 campers and managed 50 staff while working with the camp Director
- Carried through daily operational tasks
- Served as an Office Manager, using Microsoft Office
- Managed accounts and completed weekly orders
- Maintained strong relationships between the camp and the town of Sudbury

SELECTED VOLUNTEER WORK

CALGARY HISTORIC WEEK Calgary, AB
February 2025 – Present

MONTREAL WEST CHILDRENS LIBRARY
Montreal, QC
September 2019- March 2020

TORONTO PUBLIC LIBRARY
Youth Hub Volunteer
Toronto, ON
November 2018 – March 2019

KINDERGARTEN & GRADE 3 ARTIST
VOLUNTEER
Toronto, ON
September 2015- April 2017