

SCOTCH COLLEGE TEACHER LIBRARIAN

JOB DESCRIPTION

THE ROLE OF THE TEACHER LIBRARIAN

The teacher librarian reports to the Head of Library and Information Services.

The Head of Department is responsible for the library program, allocation of roles and responsibilities of library staff, supervision of the program, maintenance of standards and program excellence.

The teacher librarian works as a member of the library team and has responsibilities in three areas – library, education and professional.

1. LIBRARY ROLE

The teacher librarian contributes to the organisation of the library and management of its programs.

1.1 TEAM ROLE

The teacher librarian will:

1. Work as a member of the library team sharing knowledge, expertise and resources with other team members
2. Attend library meetings
3. Share minute taking
4. Keep team informed of projects in progress
5. Explore issues relevant to the team

1.2 ORGANISATION OF RESOURCES

The teacher librarian selects, organises and provides a wide range of relevant resources and technologies to satisfy the curriculum needs of the library's users.

a. Select Resources

The teacher librarian will:

1. Develop appropriate procedures
2. Assist with selection of resources – journals, online databases and print materials
3. Assist with book buying
4. Assist with maintaining a relevant collection by developing policies and weeding resources
5. Catalogue resources as required – fiction and non-fiction
6. Organise the acquisition and management of the journal collection
7. Manage online subscriptions

b. Organise Resources

The teacher librarian will:

1. Catalogue resources as required
2. Monitor cataloguing and advise on detail
3. Organise the acquisition and management of the journal collection
4. Manage online subscriptions

c. Develop Resources

The teacher librarian will:

1. Monitor the application, function and use of resources
2. Promote resources
3. Research and cost new resources

d. Develop Library Home Page

The teacher Librarian will:

1. Formulate original content
2. Assist with selection of web links
3. Develop appropriate learning materials
4. Ensure currency

1.3. REFERENCE DUTY

The teacher librarian empowers students to be independent learners throughout their lives, ensuring that they are effective users of ideas and information.

The teacher librarian will use detailed knowledge of resources to:

1. Integrate resources with projects
2. Assist with research queries
3. Actively approach students with offers of assistance
4. Work with students, individuals or groups to select suitable materials for current research
5. Work with students to develop research skills
6. Work with students to develop their technology skills
7. Provide reading suggestions.

1.4 READING AND LITERATURE PROMOTION

The teacher librarian promotes a reading culture and provides opportunities for students and staff to engage in enrichment activities, using their knowledge of literature.

The teacher librarian will:

A. For students

1. Develop reading programs for Years 7 - 10
2. Introduce new books and promote specific authors and genres
3. Select new materials with students' interests in mind
4. Assist students to select material
5. Promote specific authors, illustrators, genres
6. Develop reading lists
7. Read stories and extracts to classes
8. Organise author visits, writers in residence
9. Be responsible for organising, operating and promoting a literature events program

B. For staff

1. Collaborate with teachers to integrate literature appreciation into the curriculum
2. Develop reading lists
3. Assist in selecting and preparing materials for holiday reading for staff
4. Organise, promote and attend literature circles

- C. For parents
 - 1. Develop reading lists
 - 2. Organise, promote and attend literature circles
 - 3. Attend forums and other activities organised by the library.

1.5 LIBRARY ENVIRONMENT, SPACE AND EQUIPMENT

The teacher librarian contributes to the maintenance of a positive, inviting, organised and workable library environment

The teacher librarian will:

- 1. Communicate with teachers regarding library bookings
- 2. Develop and promote lunchtime activities
- 3. Prepare displays
- 4. Maintain the usability of the collection
- 5. Establish and monitor standards of behaviour from classes and students
- 6. Communicate with other departments regarding maintenance and use of the library

2. EDUCATION ROLE

2.1 TEACHING AND LEARNING

The teacher librarian performs the duties of information specialist, teacher and instructional consultant in information literacy resources and strategies. The teacher librarian collaborates with teachers to integrate research and information retrieval skills into the curriculum. The teacher librarian empowers students to be independent learners throughout their lives, ensuring that they are effective users of ideas and information.

a. Team role

The teacher librarian will:

- 1. Work as a member of the library team sharing knowledge, expertise and resources with other team members
- 2. Attend library education meetings
- 3. Share minute taking
- 4. Team teach with other education team members when required
- 5. Keep team informed of projects in progress
- 6. Explore issues relevant to the team

b. Teaching role

The teacher librarian will:

- 1. Collaborate with learning teams and teachers (Years 7 – 12) in the development of assignments and implement learning strategies that address information literacy issues
- 2. Produce instructional materials for staff and students
- 3. Prepare unit plans for development of knowledge and skills
- 4. Select, organise and deliver resources
- 5. Provide teaching and resource support to teachers and students in the Library and in the classroom to develop information literacy skills
- 6. Develop and promote reading and literature programs
- 7. Assist in the development of the information Literacy handbook by selecting suitable templates to add to the handbook
- 8. Promote use of contents of the handbook.

2.2 LEARNING TECHNOLOGIES

The teacher librarian utilises current research methods in the on-line environment to support the curriculum.

The teacher librarian will:

1. Extend knowledge and share information of current literature
2. Collaborate with library and teaching staff in sharing skills and expertise
3. Attend PD activities in ICT
4. Organise, promote and conduct PD sessions for teaching and other library staff
5. Demonstrate expertise with on-line databases and software packages

2.3 ORIENTATION PROGRAMS

The library provides a wide range of relevant resources and technologies to satisfy the varied curriculum and recreational needs of its users.

The teacher librarian will:

1. Plan and deliver orientation programs to Year 7 students
2. Plan and deliver orientation programs to other new students
3. Plan and deliver orientation programs to new staff

3. PROFESSIONAL ROLE

The teacher librarian maintains a high standard of professionalism in the areas of education and librarianship.

3.1 PROFESSIONAL DEVELOPMENT

The teacher librarian will:

1. Read current teacher librarianship material
2. Disseminate articles of interest to library and teaching staff
3. Access on-line literature for information as required
4. Attend SLAV, ALIA and other PD activities
5. Attend teaching and learning, literature and technology PD sessions
6. Plan and deliver PD programs for staff
7. Attend PD activities as required by HOD

3.2 ADVOCACY AND PUBLIC RELATIONS

The teacher librarian communicates the mission, goals and objectives of the library to the whole school community and assists in creating a welcoming, user-centred environment with a dynamic learning culture, staffed by skilled, committed and caring professionals.

The teacher librarian will:

1. Advocate the role of the teacher librarian in the teaching and learning program
2. Advocate effective use of the library facility, resources and staff
3. Assist with the development of mission statements and library policies
4. Participate in special library programs/projects
5. Prepare daily notices for the school community
6. Initiate, and prepare publicity and public relations materials, pamphlets, etc
7. Initiate and contribute to the compilation and promotion of Handbooks, information booklets and other library publications
8. Develop quizzes, competitions, etc
9. Write articles for the school publications

3.3 COLLEGE ACTIVITIES

The teacher librarian will contribute to and take an active part in college wide activities including assemblies, sports, camps, co-curricular activities and special events.

4. OTHER PROJECTS AS REQUESTED BY HEAD OF DEPARTMENT

The teacher librarian undertakes additional projects and tasks as directed by the Head of Department.