

SASKATOON CATHOLIC BOARD OF EDUCATION

## THE ROLE OF THE TEACHER-LIBRARIAN

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### **CORE FUNCTIONS**

*The teacher-librarian provides curriculum and instructional support and direction in the school through cooperative planning and teaching with teachers and through the management of the resource centre.*

### **INSTRUCTION - 75%**

*The teacher-librarian advocates the development of resource-based instruction and works with staff members to teach learning skills.*

The management role includes:

- Cooperative planning and teaching
- Instructing students on research strategies
- Providing for the needs of exceptional students
- Developing student understanding and appreciation of literature
- Development of bibliographies, reading list, etc.
- Assisting students in the choice and use of learning resources for classroom assignments or individual interest.

### **MANAGEMENT - 15%**

*The teacher-librarian ensures maximum access to resources and the effective use of these resources.*

This management role includes:

- Budget management
- Organization and supervision of volunteers
- Evaluation, weeding, selection and ordering of learning resources
- Establishment of circulation procedures, overdues, reserves
- Providing for the processing of paperbacks, repair of books, mounting of displays
- Scheduling for use of resource centre
- Conducting an inventory
- Routing materials
- Maintaining an attractive resource centre that encourages use.

### **PROFESSIONAL DEVELOPMENT AND ADVOCACY - 10%**

*The teacher-librarian promotes the contributions of the resource centre to the school's educational program.*

This professional development role includes:

- Demonstrating leadership in the development of resource based learning
- Providing inservice to staff
- Participating in educational and library related workshops, conferences, etc.
- Reporting to principal and staff
- Suggesting and advising on teaching/learning strategies that encourage resource based learning
- Demonstrating curriculum expertise.