



**MLC**  
SCHOOL

# PRIMARY TEACHER LIBRARIAN

## ROLE DESCRIPTION

The Teacher Librarian in charge of the Junior School Library assumes responsibility for the facility, with its range of resources and learning technologies, and works collaboratively with teachers to support the learning needs of students in Years Pre-K-5. The Teacher Librarian reports to the Head of Library and Information Services, ensuring the information services in the Junior School are an integral part of the Pre-K-12 learning experience at MLC School.

*The role of the Teacher Librarian in the Junior School involves the following key responsibilities:*

### Information Specialist

- Select resources in electronic, print and non-print formats to meet the changing needs of the Junior School instructional programs, as well as the needs and abilities of individual students
- Guide teachers and students in selecting appropriate information resources and technology tools for specific purposes, learning styles, psycho-motor skills, and cognitive and affective needs
- Facilitate access to appropriate information resources and learning opportunities through local or global networks
- Serve as the primary information consultant for the Junior School
- Stay current with emerging technologies and resources
- Support teachers and students in their daily use of learning technologies
- Provide a vision of future educational technologies and their impact in teaching and learning for students of Junior School

### Teacher

- Teach individuals and groups of students to use a library with growing independence, helping them to learn to locate, select and use resources for informational and recreational needs
- Teach students to develop information search strategies which foster and support critical thinking skills
- Instruct students and staff in the use of the library information resource online catalogue
- Promote reading for pleasure and support the literacy development of students across all KLA's through the use of appropriate text types
- Teach information literacy skills through authentic learning tasks, and in the context of learning programs for students K-5
- Mentor teachers in the use of new technologies and their applications to instructional activities
- Provide guidance for parents as they share reading, listening and viewing experiences with their children and help them to use electronic information sources
- Expose students to a range of genres in both print and digital formats

- Guide students in their reading choices

## **Instructional Consultant**

- Address individuality and diversity by collaborating with teachers to plan and assess instructional units that incorporate many different resources and acknowledge varied teaching and learning styles
- Advise on the use of research projects in student portfolios and in developing student's personal profiles
- Collaborate with teachers in developing learning outcomes for literacy appreciation
- Demonstrate initiative in planning for curriculum integration
- Advise on selection of resources as teaching programs are developed or revised
- Demonstrate involvement in committees and Professional Learning
- Contribute to the professional development of the Junior School teaching staff
- Ensure provision of equitable access to learning technologies

## **Program Manager**

- Locate and order materials and resources
- Maintain the Junior School library facility, and manage systems for organising and circulating resources
- Manage the Junior School library circulation and research technology with the assistance of the IT technician
- Supervise Junior School library support staff and High School library monitors
- Liaise with the Head of Junior School to ensure responsive curriculum and information services

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