



Dominic College

live by the truth

DOMINIC COLLEGE

TEACHER LIBRARIAN K-10

PURPOSE OF THE ROLE

The Teacher Librarian at Dominic College is central to the development of a culture of dynamic teaching and learning and the development of a community of lifelong learners.

The Teacher Librarian supports the vision of the College through advocating and building an effective library and information services and programs that are innovative and support learning through research and problem-solving.

The Teacher Librarian develops, implements and promotes the school library as an inviting happy environment where students can learn with flexibility and self-direction. They manage library staff, equipment and facilities, and serve as experts in books, electronic and audio visual resources.

They plan, implement and evaluate the College library as a K-10 center of learning. They plan, implement and evaluate policies and services; coordinate the planning and implementation of an information skills continuum; collaborate with teachers in implementing integrated instructional activities; serves as an information specialist to assist teachers and students in their teaching and learning

LINE OF RESPONSIBILITY

The Teacher Librarian K-10 is responsible to the Director of Teaching & Learning K-10 and accountable to the Deputy Principal and in turn the College Principal.

The Teacher Librarian K-10 supervises and manages permanent and casual library staff.

EXPRESSION OF THE MISSION OF THE COLLEGE & SALESIAN ETHOS

The Teacher Librarian K-10 will:

- Be familiar with the Don Bosco story and use this story and its contemporary meaning in day-to-day professional experiences.

- Know the Catholic and Salesian values and actively infuse these in all situations within the College community.
- Understand and implement the fundamentals of the Salesian Preventive system.
- Establish strong supportive relationships with members of the College community within clear boundaries.
- Support the religious and spiritual life and activities of the College and contribute to these where ever possible.
- Demonstrate behaviours of service, care and loving kindness towards students, teachers, parents and colleagues.
- Adopt an attitude of cheerfulness and positive outlook with the College community.

ROLE ACCOUNTABILITIES

The Teacher Librarian K-10 combines their curriculum knowledge and pedagogy with library and information management knowledge and skills. Teacher librarian and has three major roles:

The Teacher librarian acts as a curriculum leader:

- Works with Teaching & Learning Teams to ensure information literacy outcomes are a major College focus;
- Raises staff awareness of the need for students to acquire information skills and of the importance of resource-based learning in developing these skills.
- Teaches information and communication technology skills to students.
- Promotes the use of the information process as a framework for the development of information skills and as the basis for systematic monitoring of students' development as information users;
- Plans, teaches and evaluates collaboratively with teachers to ensure the effective integration of information resources and technologies into student learning;
- Maintains literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment;
- Provides additional assistance to students with particular learning needs or abilities, and to students for whom special considerations apply;
- Involves students in the operation of the library to contribute to their understanding of the role of educational information services in lifelong learning and reading.

The Teacher Librarians as an information specialist:

- Provides access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources;
- Provides training and assistance to students and staff in the effective use of these systems;
- Interprets information systems and technologies for students and teachers in the context of curriculum programs;
- Provides specialist assistance to students using technology and information resources in and beyond the school and for independent research;
- Provides specialist assistance to students using the College's information service facilities for independent reading, viewing and listening.

- Supports the staff and students in researching effectively to support higher order learning opportunities.

The Teacher librarians act as an information services manager:

- Develops and implements strategies for evaluating the resource collection and for determining curriculum and student needs within the context of identified school priorities;
- Develops policies, procedures and criteria for selecting resources which meet curriculum, informational and student recreational needs;
- Develops information systems and services responsive to student and teacher needs;
- Ensures that the day-to-day administration of the library is efficient and that systems, resources and equipment are well maintained;
- Develops budget estimates to ensure that teaching and learning requirements are met;
- Provides a stimulating, helpful and welcoming environment which is a focal point and showcase for students' learning achievements;
- Promotes the effective use of resources and information sources, systems and services both within and beyond the College.

STANDING MEETINGS

The Teacher Librarian is a member of the K-10 Teaching and Learning Team.

The Teacher Librarian K-10 has meetings with:

- The Library Technician
- The 7-10 Curriculum Team
- The K-6 Teachers
- Individual meetings with the Director of Teaching and Learning K-10

SUPERVISION AND APPRAISAL RESPONSIBILITIES

The Teacher Librarian K-10 supervises the work of permanent and casual library staff.

The Teacher Librarian K-10 will be involved in formative and summative appraisal processes in the College Appraisal Policy.

BUDGET MANAGEMENT

The Teacher Librarian K-10 is responsible to the Director of Teaching and Learning K-10 for developing and monitoring the overall development of and expenditure of the Library Budget.

CLASSIFICATION LEVEL

The Teacher Librarian K-10: Teacher Librarian K-10 Salary Range: \$75,360 to \$97,763 per annum (depending on Teacher Qualifications and Years of Relevant Experience)

Role Developed: October 2017