

MYP Teacher Librarian /Head of Library Job Description

The MYP Teacher Librarian is both an educator and an information manager with integrated understandings from both of these areas. As a result, knowledge of the curriculum, teaching strategies, inquiry and learning styles are combined with knowledge of resource management, information services, personnel management and information access systems including information technology systems. This enables the Teacher Librarian to undertake an active role in curriculum design, support and implementation. Working alongside teachers and students in the development, planning, exploration and assessment of units, facilitating an inquiry approach to learning is a key element in this role.

The role of the MYP Teacher Librarian is to provide access to a variety of resources, services and facilities to support:

Teaching & Learning

- Cooperatively plan and teach units of work with teachers to develop information literacy and facilitate inquiry and build the capacity of the MYP team in information literacy
- Assist students to seek, critically evaluate, synthesize and present information
- Incorporate essential knowledge and skills into teaching and learning programs
- Help students use a range of resources and technologies in various formats
- Provide opportunities for students to work in groups, individually or within a whole class
- Be inclusive of the diverse needs of learners
- Mentor, coach and support teachers and other staff on the use of resources, strategies of inquiry and resourced based learning to help them teach more effectively with just in time access to resources and confidence to create better learning experiences
- Advocate the need for students to be information literate
- Participate in the on-going development of the school's Digital and Information Literacies curriculum and work collaboratively with the Digital Literacies Co-ordinator.
- Create a learning community in which all members have a desire to inquire, evaluate and challenge thinking
- Make learning an engaging and colorful hybrid experience.
- Understand and model that Teacher Librarians must teach everywhere, in and outside of the library

Information Specialist

- Share a growing and shifting array of search tools that reach into blogs, wikis, Twitter, images, media and scholarly content.
- Open the students to evolving strategies for collecting and evaluating information.
- Pull together and organise resources, creating pathfinders to meet the specific information needs of the learning community.
- Ensure the learners and teachers can physically & intellectually access developmentally and curricular specific databases, portals, websites, blogs, videos, and other media.
- Help learners put together their own personal information portals and Knowledge Building Centers to support their research and learning
- Work with learners to exploit push information technologies like RSS feeds and tags, saved databases and search engine searches relevant to their information needs.
- Build dynamic interactive features to the library website as well as utilise web 2.0 tools as ways to interact with and teach students.
- Consider new interactive and engaging communication tools for student projects.

- Encourage students to develop academic and appropriate digital footprints.
- Model respect for intellectual property in a world of shift and change, encouraging and guiding documentation for media in all formats across the school.
- Understand, model and teach about copyright, copyleft, open domain, fair use, transformative use and creative commons.
- Look to make “learning sense” of the authentic new information and communication tools used in business and academics, figuring how to use them thoughtfully and helping classroom teachers use them with their classes.

Management

- Collaborating with the Library team to establish efficient procedures and systems for delivery of services
- Develop the resource collection to support the MYP curriculum and the needs of the community
- Enhance international mindedness and cultural awareness of the school through co-ordination of resources, reading programs and displays,
- Co-ordinate the roles and daily tasks of library staff and volunteers,
- Co-ordinate displays, special events and activities to support student learning specific to the MYP including the Personal Project.
- Manage resources within delegated authority and budgets

Assist Middle Years Program coordinator

- Sustain a high level of professional knowledge and understanding of the MYP
- Work in partnership with the MYP coordinator meeting regularly with curriculum leaders
- Take an active role working with the MYP curriculum leaders
- Demonstrate practices that reflect current educational directions
- Participate in developing and documenting library resource centre policies, set goals and objectives and evaluate according to changing school needs
- Contribute to the professional development of staff
- Demonstrate flexibility and exemplary communication and interpersonal skills
- Ensure the implementation and support of the school’s policies of language, academic honesty, command terms, common language throughout the library program
- Participate as a partner in planning, implementing and evaluating school policies relating to curriculum
- Actively promote student and staff information literacy across the curriculum
- Function as a member of the school curriculum team

Literature Promotion

- Ensure the library has materials which reflect a range of cultures, perspectives and languages including mother tongue
- Expose students to a range of genres, authors, and reading experiences through both print and digital formats
- Develop strategies to foster a love of reading and literature for leisure

- Promotes best quality literature and authors, reflecting a variety of cultures and themes
- Guide students in their reading choices
- Use selection tools/reviewing journals to keep informed about current literature for young adults
- Collaborate with teachers to develop literature based reading programs and literature which supports the programme of inquiry
- Considers new ways to promote reading.
- Market, and the students share, books using social networking tools
- Devise strategies to include the students in collection development

Services

- Selects resources to support the information needs of the school community
- Employs strategies to maximize access to print and electronic resources
- Facilitates access to community resources and information services
- Provide a friendly learning environment in which students feel confident that their information needs will be addressed
- Ensure that the library resource centre is multifunctional and a focal point for student learning

Physical Space

- Fill the physical and virtual space with student work, student contributions
- Welcome, and create space for, media production—podcasting, video production, storytelling—producing and presenting.
- Make the space inviting, interesting and fosters personal inquiry and learning

Professional Development and Professionalism

- Constantly seek relevant professional development
- Build a personal and professional learning network using social networking tools
- Guide teaching colleagues in setting up their own professional learning networks
- Attend conferences in person and online
- Share new knowledge with others using online social tools

General Descriptors of an Educator

- Works to achieve the outcomes described in school documentation, including the School Development Plan
- Actively contributes to and supports the school's mission, vision and values
- Models professionalism of the highest standard
- Maintains high expectations of one self and other members of the school community
- Develops and maintains open and effective lines of communication with colleagues, students and stakeholders, both formally and informally
- Demonstrates a commitment to personal professional growth as an educational leader

- Builds and develops strategic partnerships/key relationships within the school and wider community
- Demonstrate and promote the concepts of internationalism and intercultural understanding
- Contribute to the wider education community through meeting contributions and attendance, participation on working parties, supporting colleagues, liaison across schools, etc
- Uses initiative
- Is willingly accountable for maintaining standards
- Contributes to the school's extra-curricular programme