

## **LIBRARY LEARNING COACH: ROLE AND RESPONSIBILITIES**

### **Background**

The Library Learning Coach reports to the Deputy Director and/or designate. The Library Learning Coach supports school library programs to support student learning. Support for school library programs is given by providing leadership in school library management, curriculum, instruction and technology.

### **Procedures**

The Library Learning Coach will have specific responsibilities that include but are not limited to:

1. Program Support
  - 1.1 Collaborating with principals, teacher-librarians, teachers and library technicians to develop effective school library programs that support student learning.
  - 1.2 Leading the implementation of provincial policies and school division policies, guidelines and procedures regarding school libraries and learning resources.
  - 1.3 Collaborating with teacher-librarians and teachers to design instructional activities in which learning resources are used to achieve provincial learning outcomes with a focus on reading literacy and information literacy outcomes.
  - 1.4 Supporting and maximizing library co-operation to enhance school division programs and resources.
  - 1.5 Organizing and delivering school-based and division-level professional development regarding school libraries.
  - 1.6 Providing information about the role and function of the school library to school division and school level administrators.
  - 1.7 Working with relevant departments and personnel to ensure that appropriate facilities and infrastructures support school libraries across the school division.
  - 1.8 Working with the Technical Services department to ensure that an infrastructure supports school library applications.
  
2. Learning Resource Development
  - 2.1 Providing support for the selection of learning resources that support curricula.
  - 2.2 Ensuring access to a variety of formats including print, non-print, electronic and virtual resources.

- 2.3 Responding to the professional needs of teachers by managing a collection at the central office.

### 3. Confidentiality

- 3.1 At no time should a Library Learning Coach discuss, in public, information pertaining to employees, students or the operation of the division. A Library Learning Coach is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

### 4. Other Duties As Assigned

- 4.1 Performs other duties and obligations as assigned by the Director of Education, Deputy Director or designate.

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