



## JOB DESCRIPTION LEARNING COMMONS FACILITATOR

NAME:	SCHOOL:
-------	---------

This is a generic job description, the intent of which is to provide employees with a description of 95% of their job duties with room for modification, as needed, to suit individual position variances. Modifications to the job description must be within the parameters of the classification description (see Classification Manual for classification description). Job descriptions will be reviewed by the employee and the administrator as necessary.

### DUTIES AND RESPONSIBILITIES

- ☐ As part of the school's Learning Commons Plan (which may be incorporated within a school's Literacy, Numeracy, and/or Assurance Plan), promote and facilitate the use of quality learning resources in multiple formats and provide exposure to a wide variety of Canadian and international resources (fiction and nonfiction) which reflect multiple perspectives, promote literacy and numeracy, and develop students' interests and competencies beyond the school setting. These resources should include those that:
  - Recognize and respect Indigenous knowledge and ways of knowing of the First Nations, Metis and Inuit peoples;
  - Reflect and support the cultural and linguistic perspectives of Francophone communications.
- ☐ Support the development of Library skills and competencies in many areas, including the gathering, analysis, and evaluation of information.
- ☐ Provide support, space and resources for inquiry, play, and imagination in consultation with Administration.
- ☐ Provide support, resources, and opportunities for transferability of learning to support broad exploration and inquiry that leads to deeper learning.
- ☐ Support the use of technology for learning in order to enable creation, collaboration, and communication.
  - This may include maintenance of technology housed in the learning commons such as updating accounts for these resources, device troubleshooting, software updates, and /or the submission of work tickets to the IT department when needed.
- ☐ Support student and staff access and guidance
  - For online public access catalogues (OPAC);
  - For online licensed and open access resources;
  - As part of the school Learning Commons Plan (which may be incorporated within a school's Literacy, Numeracy, and/or Assurance Plan), promote and facilitate the use of quality print and digital learning resources in multiple formats that are reviewed to ensure they address a diverse range of student learning and developmental needs.
- ☐ As part of the school's Learning Commons Plan (which may be incorporated within a school's Literacy, Numeracy, and/or Assurance Plan), promote and facilitate the use of high quality learning resources in English, French, and other languages, as applicable, in order to support instruction and self-directed reading.

- ☐ Maintain set-up functions, input and retrieve data and reports utilizing the automated Library program.
- ☐ Perform circulation control functions.
- ☐ Structure a flexible environment where students and staff can be supported directly or via technology.
  - Provide support with research skills development for staff and students that promote academic integrity;
  - Promote digital citizenship in the learning commons environment which will continue to promote intellectual freedom and responsibilities.
- ☐ Promote literacy within your school community, which includes but is not limited to:
  - Reading to students
  - Facilitating readers and authors
  - Book Fairs
  - Book Clubs
  - Displays
  - Website/blog
- ☐ Catalogue new material (may apply the basic AACR2 rules, Sears Subject Headings, and the Dewey Decimal classification standards and/or Alliance).
- ☐ Work collaboratively in the selection and acquisition of material for the learning commons in consultation with Administration and/or the school based Learning Commons Committee.
- ☐ Manage all print and digital learning resources.
- ☐ Maintain up-to-date inventory in consultation with Administration and/or the school based Learning Commons Committee.
- ☐ Consult with Administration and the school based Learning Commons Committee to update and maintain the Learning Commons Plan (which may be incorporated within a school's Literacy, Numeracy, and/or Assurance Plan) where appropriate.
- ☐ Facilitate developmentally age appropriate student activities.
- ☐ Facilitate volunteer help in the Learning Commons.
- ☐ Provide orientation and ongoing support to all patrons of the Learning Commons.
- ☐ Assist with the supervision of students in the learning commons.
- ☐ Perform other related duties as assigned by administration.
- ☐ Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation, or spoken language, within the school division.
- ☐ Promotes a welcoming, caring, respectful, and safe work environment.

Employee Safety/Health Management:

- ☐ Understand my role as an employee as it relates to Occupational Health and Safety and comply with all legal requirements for safety and health, as they pertain to the workplace.
- ☐ Completes all Occupational Health and Safety training modules as provided by the Division.
- ☐ Reports hazardous conditions, near-misses and accidents both inside and outside the Division to ensure the safety of safety of Division staff and community.
- ☐ Completes accurate and timely reporting of employee incident, accident and hazard reporting using Division-directed tools and procedures.

For information on Learning Commons refer to School Division Policy 608.3 and School Division Procedure 608.3.

*The preceding job description is a general outline of essential duties and responsibilities preformed by employees within this classification. The job description may not contain a comprehensive inventory of all dutues, responsibilites, and qualifications required of employees to do this job. Please note if duties and responsibilties change, the job description will be reviewed and is subject to change.*

*Other duties:*

---

---

---

**SIGNATURES:**

\_\_\_\_\_  
*EMPLOYEE / DATE*

\_\_\_\_\_  
*ADMINISTRATOR / DATE*