



Learning Commons/Library Facilitators

Kind of Work

The Learning Commons/Library Facilitator supports schools by being an agile and responsive individual who creates an environment that is available to individuals and groups to use for multiple, often simultaneous, purposes. Learning Commons/Library Facilitators support literacy, numeracy, competency development, and student learning outcomes. Learning Commons/Library Facilitators provide access to print and digital resources, including the use of technology for learning in order to enable creation, collaboration, and communication.

As part of the school's learning commons plan, the Learning Commons/Library Facilitator promotes and facilitates the use of quality learning resources in multiple formats and provides 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. The Learning Commons/Library Facilitator will maintain the learning commons through team planning and application of standardized Learning Commons policies and procedures.

Learning Commons/Library Facilitators 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. Learning Commons/Library Facilitators provide support, space and resources for inquiry, play, and imagination.

Factors

➤ Know How

Learning Commons/Library Facilitators have a general knowledge of various specific routines and practices that are common to all learning commons' as well as library automation and the ability to learn new systems and software programs. Employees have the ability to coordinate activities for students and staff which enhance student learning. Authors are brought in and book fairs are hosted to promote literacy. Employees in this class require basic knowledge of office procedures and a general understanding of curriculum to provide reference assistance.

Incumbents act in an advisory role to assist students and staff locate material and use technology and other learning commons resources. External contacts may be made with other learning commons or resource centers to locate requested information or materials. Learning Commons/Library Facilitators 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. Learning Commons/Library Facilitators provide support, space and resources for inquiry, play, and imagination.

➤ **Independence of Action**

Learning Commons/Library Facilitators work as part of the Learning Commons Committee to enhance literacy for all students. This individual has the ability to take direction as well as be self-motivated and work independently. Learning Commons/Library Facilitator will have effective organizational skills as well as personal qualities such as: flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination. This individual receives direction from and reports to the Principal or Administrative designate.

➤ **Relationships**

Learning Commons/Library Facilitators work with students and staff to locate materials and use technology and other resources. The Learning Commons/Library Facilitator has excellent interpersonal skills and the ability to work successfully with students, staff and other educational professionals. External contacts may include: parents, staff in other school learning commons, sales representatives and suppliers.

➤ **Responsibility for Others**

Learning Commons/Library Facilitators are responsible for assisting with overseeing and monitoring student activities and may also oversee Administrator-approved volunteers supporting students' literacy needs.

Education and Experience

Relevant post-secondary education and related experience or an equivalent combination of education and experience will be considered and completion of a high school diploma is required. Candidates who do not possess a two (2) year diploma in a related program such as Library and Information Technician will be required to complete five (5) courses through Mohawk College. Technology skills are needed with use of such things as; smart board, iPad and E-book to aide in literacy skills. Additional in-house professional learning may be required.