



## POSITION DESCRIPTION

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**POSITION:** Learning Commons Facilitator (1, 2, & 3)

**SUPERVISOR:** Principal

**Revised September 2019**

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### **POSITION FOCUS**

Learning Commons staff are responsible for planning, organizing and implementing the services essential to a unified Learning Commons centered on student need and the instructional goals of the school. Learning Commons staff maintain the Learning Commons in an orderly and efficient manner, while fostering a positive and inviting atmosphere that is conducive to communication, collaboration, and co-creation by staff, students, and school community. Learning Commons staff facilitate a learning environment that is agile and responsive to individuals and groups to use for multiple, often simultaneous, purposes. In their roles they support literacy, numeracy, competency development and student learning outcomes through access to and effective use of print and digital resources.

### **POSITION EXPECTATIONS**

#### **General Employee Expectations**

1. Provides a high standard of professional performance.
2. Serves as a positive role model and team member.
3. Adheres to confidentiality and ethical guidelines.
4. Engages in ongoing professional learning.
5. Recognize they are employed in a position of trust and have a responsibility to act accordingly.

#### **Individual Program Support**

- Communicates the philosophy and goals of the school Learning Commons and Learning Commons programs to the students, staff and community.
- Works to ensure the integration of information skills throughout the school's instructional program
- Supports instruction related to reading, research, production of materials and the use of information technologies to make students and staff effective users of information.

#### **School-Based Teamwork**

- Actively participates in appropriate divisional committees and activities of the school and division that support effective Learning Commons.
- Promotes the understanding of the rights and responsibilities of users regarding the generation and use of information and ideas (e.g. copyright, confidentiality / privacy, intellectual freedom, plagiarism, etc.)

### **Professional Responsibilities**

- Develops flexible circulation, loan and use policies that ensure equity of access to resources for users
- Maintains a current collection, supplemented by resources outside the school, which meets the curricular, research, browsing, recreational reading, viewing and listening needs of the staff and students
- Collection development, acquisitions, cataloguing, booking and circulation of Learning Commons resources
- Markets and promotes the learning materials distributed through the Interactive Media Commons (IMC)
- Researches, reviews and recommends new materials to staff
- Works independently with responsibility for planning of work within established policies
- Prepares statistical, financial, inventory and progress reports as necessary
- Conducts orientation of volunteer staff for learning commons.
- Supports the development of competencies in many areas, including the gathering, analysis and evaluation of information;

### **QUALIFICATIONS**

Job Classification is dependent upon qualifications as follows:

**Learning Commons Facilitator 3:** Must possess a Graduate Degree in Library & Information Sciences or a 4-year Information Resource Management Degree.

**Learning Commons Facilitator 2:** Must possess a Diploma in Library and Information Technology. Equivalent experience will be considered for candidates who possess an Undergraduate Degree in a related academic field and have at least 3 years work experience in a learning commons or library setting.

**Learning Commons Facilitator 1:** Must have Learning Commons experience and willingness to pursue further education related to Library Sciences and Learning Commons Guidelines as articulated through Alberta Education.