



# CALGARY BOARD OF EDUCATION

## Administrative Regulation 1004.6A - Duties and Responsibilities of Teacher-Librarians

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<b>Duties and responsibilities</b>	<b>1</b>	As teaching professionals it is expected that teacher-librarians will comply with the duties and responsibilities of teachers (Regulation 1004.6) and teacher-librarians in this regulation.
<b>Leadership</b>	<b>2</b>	Teacher-librarians will provide professional leadership through activities which <ol style="list-style-type: none"><li>provide students with the opportunity to learn, practice and master, through integrated instructional programs, skills, strategies and appreciations that assist them in becoming literate and informed decision makers and independent lifelong learners;</li><li>provide a positive student-centred environment that accommodates a variety of teaching and learning styles and reflects the unique aspects of the learning community it serves;</li><li>support and enrich the instructional program of the school by providing a variety of resources in various formats that contribute to effective resource-based teaching and learning as outlined in the Calgary Board of Education "Guidelines for Evaluation of Learning Resources" document (Revised 1998, Calgary Board of Education);</li><li>encourage effective integration of a broad variety of resources into the instructional and recreational programs offered by a school; and</li><li>integrate effective resource-based teaching and learning through cooperative program planning.</li></ol>

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| <b>Consultation</b>              | <b>3</b> | <p>Teacher-librarians will promote, through consultation and collaboration with teachers and administrators, the school's instructional program in order to</p> <ul style="list-style-type: none"> <li>(a) develop school library goals;</li> <li>(b) develop a school-based continuum of information skills and strategies;</li> <li>(c) integrate the effective use of resources through cooperative planning and teaching;</li> <li>(d) develop and implement a collection development policy; and</li> <li>(e) evaluate the effectiveness of the school library.</li> </ul> |
| <b>Student assistance</b>        | <b>4</b> | <p>Teacher-librarians will assist students in the development of skills and strategies including the ability to</p> <ul style="list-style-type: none"> <li>(a) retrieve appropriate resources;</li> <li>(b) extract and interpret information from a variety of resources;</li> <li>(c) share information and knowledge in a variety of ways;</li> <li>(d) appreciate cultural forms such as literature, art, music and drama; and</li> <li>(e) function responsibly and effectively in individual and group settings.</li> </ul>   |
| <b>Administrative techniques</b> | <b>5</b> | <p>Teacher-librarians will employ effective administrative techniques to</p> <ul style="list-style-type: none"> <li>(a) deploy library assistants, parent volunteers, and student assistants appropriately;</li> <li>(b) establish suitable routines for acquisition, circulation, and maintenance of resources;</li> <li>(c) provide optimum flexibility in the use of school library, the resources, and equipment; and</li> <li>(d) prepare a program-based budget and an accounting of the</li> </ul>   |

expenses.

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#### **References**

**Administrative Regulation  
References:**

- 1004.6 - Duties and Responsibilities of Teachers
- 3012 - School Libraries
- 3013 - Program Issues and Challenges
- 3016 - Schedules for Administration, Guidance, Counselling and Library Services