ROLE DESCRIPTION FOR THE JUNIOR SCHOOL TEACHER LIBRARIAN

- To work as a team member within the library
- Co-operatively plan lesson content with the classroom teachers from Transition to Year 6
- Support ICT classes in the computer labs
- Operate the E-Library system to borrow and return resources
- Use the available technology of the Interactive White Board and Netbook computers, to enhance lesson content
- To become familiar with borrowing and returning procedures students in Transition to Year 12 and staff
- To provide adequate supervision of students during borrowing
- To become familiar with the keyword search component of E-Library to be able to use the keyword search to help clients locate resources
- To be responsible for the return of all resources from students and teachers in the Junior School at the conclusion of the year and to follow the Library policy for overdue items
- To be competent in shelving of resources
- Stocktake Junior School library using E-Library in week 7 and 8
- To follow the end of year procedures to ensure the collection is in order for use at the beginning of 2011.