

Job Title: School Librarian (MBC) (PC)

Job Description: The school counselor is responsible for supporting the social and emotional development of students in Gr. 3 - 12. The counselor will work in partnership with all members of the community to promote and foster positive working relationships in the best interests of student learning. The counselor will consult with teachers, parents and staff to enhance the program provided for student. Counselor will give guidance in academic, college and career planning. Will also serve on Building Leadership team, serve as a member of the students support Team as well as the Child Safeguarding committee.

Responsibilities Include:

- interact and work with range of students (age, background, ethnicity, etc)
- support teachers in relevant topics, issues, and programs
- contribute towards advisory programs
- lead the AP program
- offer information, advice, and counseling for college applications

1. Documentation

- a. Be familiar with and promote understandings and use of all PYP documents
- b. Ensure copies of all IB Publications are available to all staff members
- c. Establish and maintain records of completed IB PYP planners
- d. Maintain an archive of PYP records from year to year, including exhibition
- e. Publish the school's Programme of Inquiry
- f. Maintaining PYP displays in multiple languages at both campuses

2. Professional Development

- a. Ensure staff members are made aware of professional development opportunities
- b. Keep a record of all workshops offered and attended
- c. Assist teams in developing and documenting units of inquiry and individual student inquiries
- d. Support the teachers responsible for exhibition

3. Resource Management

- a. Ensure ample materials are ordered to support the various units of inquiry

4. Communication

- a. Set up systems for communication and collaboration across the campuses (to include grade level meetings, collaborative planning meetings and cross campus collaborative time)
- b. Contribute to the classrooms during each unit (co-teach, observation, student engagement, etc)
- c. Conduct parent information sessions
- d. Publish a weekly newsletter regarding PYP
- e. Prepare and submit necessary documentation required by the IB for evaluation
- f. Liaise with area schools and the wider IB community

5. Curriculum

- a. Ensure that the IB Standards and Practices are present in Teaching and Learning in all subject areas.

Professional Standards and Proficiencies:

In evaluating the performance of the PYP coordinator, the Principal will measure success by how well the staff member performs the job responsibilities and fulfills the following competencies.

- Job Knowledge/Potential - Possesses the competence, knowledge and experience to perform the job effectively and efficiently. Applies technical

and procedural knowledge to get the job done. Continuously expands job knowledge and keeps abreast of new developments and displays innovation.

- Interpersonal Relations/Skills - Is cooperative, considerate and tactful in dealing with students, parents, staff, co-workers and the public. Gains confidence and trust of others and exhibits appropriate sensitivity to others. Works effectively with others on a team.

- Reliability and Commitment- Consistently meets deadlines and is able to juggle competing priorities without sacrificing quality/accuracy. Demonstrates commitment to the school's mission and can be trusted to follow through on commitments.

- Communication - Clearly and convincingly expresses thoughts, ideas or facts orally and in writing. Responds appropriately to both written and oral directives and ensures clear, timely communications to others. Builds effective formal and informal communication channels.

- Judgment & Accountability - Uses good judgment and follows up as needed. Anticipates and identifies problems and helps to bring about resolutions. Is open to or offers different solutions and determines what to handle independently and what to refer. Is accountable and takes responsibility for own decisions and actions.

- Customer Service - Provides quality service to students, parents and staff and seeks feedback from internal and external sources. Anticipates needs and continuously searches for ways to increase satisfaction.

- Management/Supervision - Visualizes, creates, communicates and sustains a positive environment. Delegates appropriately and promotes teamwork and cooperation. Effectively motivates, coaches, develops and evaluates staff.