



3507 LIBRARY LEARNING COMMONS TECHNICIAN

Policy Type: Human Resources Manual
Applies To Teachers, Administrations
Approved By: Head of School
Policy Reviewed: every 2 years
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The Library Learning Commons Technician plays a vital role in supporting Langley Christian School's mission to cultivate thriving, Christ-centered learners. By managing the daily operations and organization of the Library Learning Commons, the technician ensures that students and teachers have consistent access to high-quality, engaging, and age-appropriate resources that enrich learning across all subject areas.

This role fosters a culture of literacy, research, creativity, and inquiry by creating a welcoming environment that supports individual exploration and collaborative learning. By facilitating literacy initiatives, supporting digital and information literacy, and promoting STEM skills, the Library Learning Commons Technician helps equip students with the tools they need to flourish academically and personally. The technician's support of co-curricular programs such as Reading Link Challenge and Speechfest also enhances students' communication skills, confidence, and love of learning.

Through effective management of the space, collaboration with staff, and input into future planning, the Library Learning Commons Technician ensures that the Learning Commons remains a dynamic, inclusive, and future-ready hub aligned with Langley Christian School's values and educational vision.

1. QUALIFICATIONS:

- (a) Relevant library commons training or experience
- (b) Not a teacher salaried position; does not require certification

2. GENERAL DUTIES:

- (c) Uphold all policies of the LCS Board and Community standards.
- (d) Intentionally pray with and disciple students, and model a rich Christian faith in the community.
- (e) Uphold Professional Standards for BC Educators and the 3101 Employee Conduct Standards.
- (f) Participate in campus-wide and individual self-directed professional development planning as guided by School-wide K-12 Action Plans and the LCS Board Strategic Plan.

- (g) Ensure that Individual Education Plans (IEPs), classroom profiles, behaviour and safety plans, and other program support for students are implemented as required. Provide administration and SBT with weekly classroom schedules and update as required; provide data and collaborate with SBT to monitor wellbeing and achievement of at-risk learners.
- (h) Collaborate with EAs and other non-enrolling LSS faculty to provide targeted instruction and social emotional support and/or adaptations as required by IEP, or classroom needs assessments
- (i) Participate in the delivery of the LCS Program Pillars (arts, athletics, STEM, service) through co-curricular activities and programs.
- (j) Participate in routines of the school community including arts performances, committees, devotions and events, which may fall outside of the regularly scheduled school day, as required by the campus principal.
- (k) Supervision and additional duties as assigned by the principal as necessary for maintenance of the learning, safety and wellbeing of students and staff.
- (l) Establish strong, respectful and supportive relationships with students, staff and parents.

INSTRUCTIONAL DUTIES & RESPONSIBILITIES:

- (a) Promote and teach advanced multi-literacies, including digital, information, media, and critical literacy, tailored specifically for grades 9-12.
- (b) Manage and maintain a welcoming, organized, and stimulating learning environment within the Library Learning Commons.
- (c) Oversee daily library operations, including cataloging, shelving, and organizing print and digital resources.
- (d) Independently manage inventory, conduct regular audits, and maintain accurate digital records of library resources.
- (e) Assist students and staff in locating, selecting, and effectively using library resources.
- (f) Coordinate, schedule, and supervise student and community volunteers to support library operations.
- (g) Source, curate, and recommend age-appropriate and engaging materials to enhance the library collection.
- (h) Facilitate literacy programs and reading activities such as Reading Link Challenge, Speechfest, and book clubs.
- (i) Provide technical support for digital literacy initiatives and STEM-related learning activities.
- (j) Design and prepare engaging displays and promotional materials to highlight new resources, events, and learning opportunities.
- (k) Support students and teachers with research projects by ensuring access to appropriate resources and technologies.
- (l) Develop and maintain library schedules and booking systems for student and class use.

- (m) Ensure that the Library Learning Commons adheres to Langley Christian School policies, communication standards, and brand guidelines.
- (n) Provide input and recommendations to school leadership regarding the use, organization, and future planning of the Learning Commons space.

RELEVANT POLICIES:

[2004 COMMON LITERACY PRACTICES REQUIREMENTS](#)

[2006 LEARNING RESOURCE SELECTION POLICY](#)

[2007 LIBRARY LEARNING COMMONS](#)

Reviewed: 04 2025