

Planning Templates

Saskatchewan School Library Association

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Charlene Leaderhouse, Hélène Préfontaine, and Loretta Morhart



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To establish a collegial relationship, the teacher-librarian must initiate and value the partnerships formed with colleagues. Effective collaboration help teachers meet their existing priorities - school division goals, curriculum outcomes, and locally developed programs.

Collaboration between a teacher-librarian and a teacher involves

- Using flexible scheduling to ensure maximum opportunities for collaboration between teachers and the teacher-librarian to incorporate resources and information into the learning program
- Supporting teachers' learning needs through professional development, consultation, and collaborative planning and teaching
- Providing professional development opportunities to promote development of the competencies that the teacher-librarian and support staff need to perform their roles effectively

(*Connections: Policy and Guidelines for School Libraries in Saskatchewan*, 2008)

Monthly curriculum mapping facilitate the collaborative design process by allows the teacher- librarian to co-plan and co-teach learning opportunities that are connected to classroom content.

Collaboration may involve planning and/or teaching a lesson, mini-unit, or a full unit. Some ideas include:

- Information Literacy (prepare for research, access resources, process information, transfer learning)
- Media Literacy (advertising, newspaper articles, etc)
- Technology Literacy (Smart Board, Web 2.0 tools)
- Q-Tasks (questioning)
- Assessment (developing tools such as rubrics, checklists, etc.)
- Other (just ask!)

(Teacher-Librarians...Supporting Student Learning, http://www.saskschools.ca/curr_content/teachlib)

To forge partnerships, the teacher-librarian must articulate their role as partners in improving student learning and invite educators to co-develop collaborative tasks stemming from the teacher's plans, interests, or desires. The following templates can be used to outline a long-range plan complete with information-rich, inquiry-based, resource-based opportunities for deep student learning.

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Long Range Plan

Subject	Unit/Key Concepts	Needed Resources
Arts Education		
English Language Arts		
Mathematics		
Health Education		
Science		
Social Studies		
Other Collaboration Ideas		

YEARLY PLAN

Name: _____

School: _____

Please indicate the titles of the cooperatively planned resource-based units you will be doing throughout the year with teachers. Examples include a research project, an author/illustrator study, a novel study or a literature circle.

September	
October	
November	
December	

January	
February	
March	
April	
May	
June	

School-Library Collection Development Plan

The collection reflects the Goals of Education for Saskatchewan.

School Name: _____

Teacher-Librarian: _____

Library Clerk: _____

Year: _____

Grade Levels: _____

School Population: _____

Area of Focus: _____

Time-Frame for Weeding: _____

Curriculum implementation initiatives which must be considered when selecting new resources

Teacher Requests

Periodicals

Long Term Goals

Short Term Goals