

## SPECIALIST IN TEACHING METHODS AND TECHNIQUES

### Nature of work

The specialist in teaching methods and techniques is a professional whose occupation includes, in particular, the development, leading, organization, planning, coordination and evaluation of activities of a documentation centre or activities related to the use of teaching methods and techniques. He coordinates the application of library science techniques and methods in order to select, conserve, classify, catalogue, organize and provide access to the documentation of the library or documentation centre.

### Rate your skills

**Yes**      **No**

I can assess the needs and give advice to the staff on the use of the different teaching methods and techniques.

I can train students in the use of a documentation centre.

I am able to create the instruments that are necessary for access to the documentation.

I can develop didactical material.

I am in a position to organize and control the inventory.

I can take care of purchases, orders, new acquisitions, cataloguing and classification.

I am able to coordinate personnel.

### Required skills

I have good sense of planning and organization.

I have good analytical capability.

I communicate easily with people.