

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.

Required qualifications

A bachelor's degree with a specialization appropriate to the employment such as:

- library science;
- documentation service;
- audio-visual;
- education technology.

Some characteristic functions

In the area of documentation in the broadest sense of the term, the specialist in teaching methods and techniques orients teachers and students in the use of the documentation centre and of the different types of media: visual, audio, cinematographic, televisual, etc. He also assists them in their research.

He communicates the habit of documentation research that is necessary for an autonomous training. He has to create the instruments that are necessary for access to the documentation. He is responsible for the drawing up of bibliographies and he has to carry out bibliographical researches.

In collaboration with the concerned personnel, he carries out the choices related to improving collections (books, periodicals, microfilms, etc.).

In the field of teaching methods and techniques, he develops didactical material for academic programs. He assesses the equipment. He advises on audio-visual production; for such purposes, his role may be that of providing both the concept and the production skill.

In collaboration with the concerned personnel, he analyses the needs of the milieu, proposes plans for development and training and animates the milieu with a view to a use of teaching methods and techniques that be efficient and suited to the pedagogical objectives of the institutions.

In all fields, he sees to the organization and control of inventories, purchases, orders, new acquisitions, cataloguing and classification. He carries out appropriate studies, researches, briefs and reports concerning the development, use and promotion of the documentation centre.

He coordinates the personnel of his area of activities.