

St John's Lutheran Primary School

Library Resource Manager

Position description and selection criteria

The employee will fulfill the roles, accept responsibilities and meet appropriate duties as described within this statement in accordance with the School's Mission Statement, aims and values and the Industrial Agreements.

An employee at St John's will work within:

- The law applying to staff;
- School policies, regulations and expectations as outlined in school documents;
- The School Mission Statement, aims and values;
- Industrial Agreements as they apply from time to time;
- Workplace Health and Safety Regulations and other external regulations governing the school.

Reporting / Working Relationships

The person will:

- Report to the Principal
- Oversee Library staff
- Work closely with all other staff as required by the Principal
- Support and cooperate with parents
- Support and work with other Library staff as the need may arise

Position description

- All normal duties commensurate with library management. These include the purchasing and processing of all library resources, a biennial stock take and management of the collection.
- Management and delivery of electronic databases and programmes. These include all elements of "Oliver", cataloguing and necessary Library management programs, CD-ROMs and the Internet etc.
- Coordination and selection of new resources in relation to the Library Policy, curriculum needs, student interest and the budget
- Be accountable to Principal for management of Library budget
- Liaison with staff to ensure the collection remains current and meets curriculum needs.
- Liaison with staff to promote library services , reading and basic Library skills
- Coordinate Scholastic book fairs (approx 2x per year)

- Coordinate Book week (eg activities, craft, shortlisted books, guests, parade day etc)
- Coordinate Premier's Reading Challenge
- Monitor Reading Resource, including Guided Reading and Junior Take home readers, overseeing purchase/processing of readers as required
- Monitor Class sets eg Dictionaries, Bibles, reading collections. Purchasing additional materials in consultation with teachers & DP.
- Manage Library Assistant in his/her role
- Coordinate volunteers within the Library
- Coordinate the appointment and management of student Library monitors
- Be in attendance Library 3x lunch times a week – with assistance of teacher on duty- to run lunchtime program with Library monitors
- Maintain the Library is a neat, orderly, creative and aesthetically pleasing way including the maintenance of library resources, furniture and equipment.
- Report to staff (minimum 2x per term) about newly purchased resources and any other necessary information.
- Co-ordination of Library displays.
- Assist with circulation of Library resources.
- Any other duties as may from time to time be mutually agreed upon.

Hours:

Approximately: Approximately 0.5 FTE in negotiation with the Principal.

Tuesday – Thursday 10.30 – 4pm

Qualifications:

Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

PREFERED KNOWLEDGE/SKILLS/ABILITIES

- Working knowledge of the nature and function of libraries, of library services, practices and procedures.
- Skill in alphabetic and numeric filing and using a personal computer and library software to input and retrieve information.
- Ability to communicate effectively; to establish and maintain effective working relationships with library users and staff;
- to provide guidance and instruction to subordinate personnel;
- to work independently and exercise initiative in applying rules, procedures and instructions.

Selection criteria for position.

1. Committed Christian

As we are a Lutheran (Christian) Primary school, it is important to us that applicants be a committed practising Christian with support for Lutheran theology.

Applicants must also be willing to support the Mission of St John's Lutheran Primary school and to disclose and bear witness to their own faith as they interact with students and other members of the school community

2. Capable and skilled Library worker, able to fulfil the expectations as listed in the role description including:

- Qualifications in library service e.g Diploma in Library and Information Studies or equivalent TAFE or post secondary qualifications.
- Demonstrated skills, knowledge of library cataloguing systems including knowledge of "Original Cataloguing"
- Demonstrated skills and/or knowledge of Library software and skills in computing
- Knowledge of "Oliver" library system a distinct advantage.
- Working knowledge of the nature and function of libraries, of library services, practices and procedures.
- Skill in alphabetic and numeric filing and using a personal computer and library software to input and retrieve information.
- Ability to communicate effectively; to establish and maintain effective working relationships with library users and staff;
- Ability to provide guidance and instruction to subordinate personnel;
- Ability to work independently and exercise initiative in applying rules, procedures and instructions.
- Ability to organise Library and staff to maximise the use of the Library as a resource centre
- Ability to manage and work within a budget.

3. Work and plan together as a team

- Demonstrated commitment and capacity to plan and work together as a team.
- Demonstrated commitment and capacity to actively contribute to a broad range of school activities as a member of a school team.

4. Other knowledge or skills

- Current First Aid certificate
- Knowledge / experience in use of Interactive Whiteboards.
- Level of experience/skills in using technology to enhance Library centres
- Additional qualities and skills as listed by the applicant.

5. Personal attributes

- Enthusiastic, willing to learn.
- Will fit the existing team of people at St John's
- Strong work ethic and willingness to do what it takes to help the school to continuously improve and achieve high levels of excellence in programs and activities.

6. Satisfactory references

- Inclusion of recent referees/references who can attest to your abilities and character – including at least one referee / reference from a Pastor or equivalent.

Notes:

1. Key Selection Criteria are based on the requirements and description of the position (as listed above) and therefore any written applications must specifically identify their experience, skills, knowledge and abilities within their written application.
2. The Recruitment & Selection Panel, with reference to the demonstrated merit of applicant's claims as detailed in the written application, will determine their suitability for short listing to interview. If applicants do not meet or do not demonstrate their claims sufficiently within their written application the Recruitment & Selection Panel may exclude such applications from any further consideration.
3. It is essential that applicants describe, complete with examples, how they meet or exceed each of the Key Selection Criteria.

APPLICATIONS SHOULD BE ADDRESSED TO:

The Principal
154 Adams St,
Jindera NSW 2642

Or applications may be emailed to the Principal at:

skotzur@stjls.nsw.edu.au

Applications close: Thursday 5th November at 2pm and must be received at the school by that time and date.