

POSITION DESCRIPTION

POSITION: Information Services & Resource Employees **STATUS:** Term-time

REPORTS TO: The School Principal or Nominee **DATE:**

CLASSIFICATION: SO Level 3 **SCHOOL/COLLEGE:**

EMPLOYEE NAME:

Purpose of Position:

Under limited supervision of Principal or nominee, provide support services which facilitate organisation and coordination of the library as a learning centre

Key Characteristics:

Skills: Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Apply knowledge with depth in some areas & a broad range of skills
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
Work within routines, methods and procedures

Supervision: Work will be carried out under limited supervision and may be checked in relation to overall progress
Broad guidance will be provided
May involve a level of autonomy when working in teams

Supervision of Others:

Peer assistance may be provided to others
An employee may have limited responsibility for the guidance of the work of others
Team coordination may be required

Qualifications: Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role
- Search and verify bibliographical data where some discretion and judgement are involved
- Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved
- Maintain circulation systems where some discretion and judgement are involved
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures
- Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved

Specific Duties:

- Promoting the Resource Centre as a place of learning, eg organising and coordinating Book Week, School promotional and in house displays, teaching staff and students how to maximise library services
- Borrowing for students and staff and procession bulk loans
- Disseminating library information to staff, eg daily email contact on resource allocation, library bookings, recommendations of internet and text resources to teachers
- Reader guidance and assisting students and teachers working in the library including group rotations within audio visual and circulation services
- Organising guest speakers in coordination with leadership and teaching staff
- Assisting teachers with research, collation and distribution of resources from the library for lesson, class work etc
- Cataloguing and processing Resource Centre resources
- Purchasing resources and stock
- Completing inventory and culling resources including maintaining records of location, use, standard and efficiency
- Resource centre 'housekeeping' eg. General presentation of the Resource Centre as an attractive and inviting resource area, charging books in and out, maintaining AV equipment
- Back-up catalogue program
- Organise and run Book Fairs, Book Club and Emerald Show Display
- Support teachers with ICT resource management and maintenance at a base level of technical expertise
- Work with APC and APRE in Curriculum integration support
- Maintain budget

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date