Library Services Manager

Position Description and Duty Statement

<table>
<thead>
<tr>
<th>Remuneration Scale</th>
<th>Entitlements under the VCEMEA 2018 Teacher level TBC + Position of Leadership level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Equivalent</td>
<td>FTE 1.00</td>
</tr>
<tr>
<td>Reports to</td>
<td>Assistant Principal Learning and Teaching</td>
</tr>
</tbody>
</table>

Overview
All staff members of Clonard College are expected to uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.
The Library Services Manager provides leadership in all aspects of the management and development of the College’s information resources and services to facilitate learning and teaching.
Our College motto “Strength and Kindliness” comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

Primary Objective of the Role
The Library Services Manager promotes the educational development of each student by organizing and maintaining a library service.

Major Areas of Responsibility

- Leadership
- Management
- Curriculum Involvement
- Teaching and Learning
- Literature Promotion
- Library Services

Statement of Duties
The duties and roles of teachers are contained within the College Handbook for Staff. Duties include a shared responsibility for non-teaching and supervisory functions such as special activities, camps and sporting events. The following duties are aligned to the major areas of responsibility of the Library Services Manager.
## Leadership

- Demonstrate practices within the Library services that reflect the strategic educational directions of the College, modelling best practice in delivery of a wide range of Library services
- Develop and document library policies, set goals and objectives and evaluate according to changing school needs
- Contribute to the professional development of staff
- Maintain professional competence and sustain a high level of professional knowledge through ongoing role specific professional learning and leadership development
- Providing a high quality, welcoming, responsive and proactive Library service
- Ensuring continued innovation in the College Library, promoting a lifelong love of learning, literacy and an appreciation and enjoyment of literature
- Working collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes
- Maintaining a positive environment in the library which is respectful of all present and fosters student learning

## Management

- Organise efficient procedures and systems for delivery of services, including flexible time-tabling for use of the library
- Develop and administer resource budgets and be accountable to school administration
- Collaborating with the Library team to ensure that there are clear processes for the managing of the collection, including collection development, weeding, stock-take, preservation and repairs, the operation of the library management system and the development of the library website
- Coordinate the roles (including Annual Reviews) and daily tasks of library staff
- Review and implement new technology as required
- Oversee Library Technician’s management of the library management system (Oliver)
- Maintain and develop library website (Libguides)
- Coordinate displays, special events and activities to support student learning, including managing bookings for Brigidine Centre foyer
- Coordinate after hours bookings of the Brigidine Centre
- Coordinate the supervision of students booked into the library without a teacher
- Promote the place of the Brigidine Centre in the life of the College through various communication forms including social media.

## Curriculum Involvement

- Participate as a partner in planning, implementing and evaluating school policies relating to curriculum
- Provide online access to a wide range of curated resources that support learning and teaching (via the library website e.g. via Libguides)
- Be informed and proactive about current curriculum documents and developments
- Actively promote student information literacy across the curriculum
- Develop an information literacy continuum
## Teaching and Learning
- Assist students to seek, critically evaluate, synthesize and present information
- Incorporate the essential knowledge, skills and dispositions into teaching and learning programs
- Help students use a range of resources and technologies
- Provide opportunities for students to work in groups, individually or whole class
- Collaboratively plan and teach units of work with teachers to develop information literacy
- Understanding and accommodating the learning needs of all students, including those with a disability or special learning needs

## Literature Promotion
- Expose students to a range of genres in both print and digital formats
- Develop strategies to foster a love of reading and literature for leisure
- Promote best quality literature and authors reflecting a variety of cultures and themes
- Guide students in their reading choices
- Advocate the need for students to be information literate
- Advocate the habit and enjoyment of reading and learning
- Use selection tools/reviewing journals to keep informed about current literature for children and young adults
- Collaborate with teachers to develop literature-based reading programs

## Services
- Select resources to support the information needs of the school community
- Employ strategies to maximize access to print and electronic resources
- Facilitate access to community resources and information services
- Instruct students in specialist information tools and services
- Provide a friendly learning environment in which students feel confident that their information needs will be addressed
- Provide access to local knowledge networks
- Assist students and staff in the use of the Internet and Intranet
- Ensure that the library is multifunctional and a focal point for student learning
- Manage and monitor the implementation of the Brigidine Centre Protocols for Use

## Other
- Be an active member of the School Library Association of Victoria (Geelong Branch)
- Show the capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking, and innovation. This leadership will be enabling in character; sharing knowledge and skills to nurture the growth of others
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures
- Have a proven management record
- Able to work effectively as a team member
- Demonstrate proficiency in the use of information and communication technologies
- Demonstrate a commitment to ongoing Professional Learning
- Demonstrate knowledge and expertise in the area of Library Services Management
- Emergency Management Plan warden
- Lunchtime in the Library groups and activities
- In negotiation with the Assistant Principal Learning and Teaching, it is possible for this role to evolve to capitalise on the individual strengths and initiatives of the person appointed to the position

### Qualities and Capabilities
The effective performance of the Library Services Manager will be due to their demonstration of a comprehensive range of the following:
Attributes & Dispositions
- Demonstrate and respect for the core values of Kildare Education Ministries as lived at Clonard College
- commitment to Clonard Vision
- loyalty, trustworthiness, dependability and reliability
- generates ideas and is committed to continuous improvement and system efficiencies
- proven ability to provide clear and effective communication in a variety of formats to various audiences
- openness to learning in all situations
- collaborative and flexible participation in professional settings
- compassion, objectivity and clarity when handling difficult situations
- confidentiality and discretion when handling sensitive information
- perseverance and patience in complex and stressful situations
- understanding the need for mutual accountability
- confidence and enthusiasm about the students

Commitment to Catholic Education
- A demonstrated understanding of the ethos of a Catholic school and its mission
- Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
- Demonstrate a commitment to personal witness as a member of a faith community

Commitment to Child Safety
The Library Services Manager will:
- have a demonstrated understanding of child safety
- have a demonstrated understanding of appropriate behaviours when engaging with children
- be familiar with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-connected work

Knowledge & Understandings
- Accreditation to teach in a Catholic school (or commitment to obtain)
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum
- Demonstrated experience in using ICT to teach within Library Services area
- Preference for experience in contemporary pedagogy and use of student data to maximise learning outcomes

Skills & Capabilities
Excellent administrative skills demonstrating:
- Ability to work as part of a team
- Excellent oral and written communication skills, including ability to communicate with students, parents and the school community
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Leadership qualities
- Self-motivation
- Ability and willingness to accept policy directives
Excellent capabilities in the use of information and communication technologies i.e.:
• Microsoft Office suite
• SIMON
• Database management
• Online and mobile applications
• Softlink Oliver library management system
• Libguides and Libwizard (library website)
• The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.

Risk and Occupational Health and Safety
The Library Services Manager will:
• comply with legislated occupational health and safety practices and participate in consultative processes
• observe safe work practices in accordance with training and instruction given
• identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
• promote and implement occupational health and safety and risk mitigation processes within the College

Key Communications

<table>
<thead>
<tr>
<th>Internal</th>
<th>Committees</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Curriculum Development</td>
<td>School Library Association Victoria (SLAV)</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>meetings (as required)</td>
<td></td>
</tr>
<tr>
<td>Learning and Teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Leaders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICT staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Background & Qualifications
• Teaching qualifications and qualifications in library and information science
• Eligible for professional membership of the Australian Library and Information Association (ALIA)
• Current Victorian Institute of Teaching (VIT) registration
• Accreditation to teach in a Catholic school (or be willing to work towards such accreditation)

Other Requirements
• National Police Record Check
• Comply with the Clonard College Child Safety Commitment
• First Aid Level 1

Authorised by: LUCI QUINN

Date:  
Revised: