



Library Manager

Job Description (Support Staff)

Name:

Position: Library Manager

Reporting to: Deputy Principal in charge of Library

Responsible to: Business Manager

Hours of Employment: 37.5 hours per week, 40 weeks per annum (term time only).

Type of Contract: Support Staff in Schools Collective Agreement, Grade C, Step to be confirmed conditional upon library experience and qualifications, plus a qualifications allowance if applicable.

Qualifications:

- A relevant Library qualification or equivalent

Knowledge, Experience and Personal Attributes:

- Professional knowledge and experience in composite collections of electronic and physical resources
- Experience in supporting Inquiry Learning and Literacy through the school library
- Strong IT skills and knowledge
- Excellent communicator: values diversity, establishes strong and constructive working relationships
- Customer focused: strives for excellence in service delivery
- Energetic, proactive with integrity and judgement
- Has an understanding of nga tikanga Māori

Core Competencies:

Participating and Contributing

- Supports and models the school's values at all times
- Supports and assists students in a positive manner
- Schedules events, activities and resources which maximise use of the Library
- Understands the concept of work / life balance
- Identifies and participates in learning opportunities as appropriate
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member

Thinking and Communicating

Verbal

- Conveys information clearly, logically and accurately
- Provides information and assistance
- Listens and asks questions to maximise understanding
- Actively listens to what others have to say
- Gives and receives feedback

- Keeps everyone informed

Written

- Writes in an appropriate manner so material is easily understood
- Written work is accurate and legible

Problem Solving

- Collects data relevant to the issue
- Consults / seeks assistance when necessary
- Keeps appropriate people informed during the decision-making process

Managing Self

- Accepts ownership for delivering to commitments
- Uses time productively
- Has a 'can do' attitude
- Establishes systems which support goals and objectives
- Is aware of the effects their words and attitudes have on others
- Maintains own well-being
- Continually maintains professional knowledge
- Makes effective use of planning and organising tools to plan

Relating to Others

- Actively builds positive and productive working relationships
- Builds personal credibility with colleagues and students
- Shares relevant knowledge
- Is approachable, open, non-defensive and transparent in dealings with others
- Shares credit with others

Job Purpose:

The Library Manager leads the library team and ensures the library plays a full part in developing the learning life of the school and supports key school initiatives. The Library Manager proactively contributes to programme development and supports learning through the delivery of quality library resources and digital services. The Library Manager will be required to build strong relationships and credibility with colleagues, students and the wider school community.

KEY TASKS		EXPECTED OUTCOMES
1	Inquiry Learning	<ul style="list-style-type: none"> • Promote the role of the library, and the range of resources colleagues and students can access through the library to support inquiry and develop information literacy across all year levels and all curriculum areas • Coach and assist colleagues and students to access and use resources, services, technology and equipment to support inquiry learning • Collaborate with colleagues to plan inquiry units and identify appropriate resourcing and scaffolding to support students' research • Plan and implement the library orientation programme
2	Information Services	<ul style="list-style-type: none"> • Consult with departments and students to ensure information services are effective and relevant • Keep up to date with trends in the information environment • Plan, develop and implement new and improved information services including electronic and web resources
3	Collection	<ul style="list-style-type: none"> • Maintain the collection, including de-selection and identifying items for

	Management	<ul style="list-style-type: none"> mending Select high quality materials and resources, including electronic resources in all formats to support teaching and learning and to provide resources for leisure and pleasure Ensure a balance of formats across the whole composite physical and digital collection Include users' recommendations in buying plans Carry out a full end-of-year stock take
4	Business Management and Reporting	<ul style="list-style-type: none"> Set, review and analyse operational targets for the library to align with the School's strategic objectives Identify budget requirements including IT/e-learning resourcing and monitor approved budgets Follow school guidelines and practice for expenditure Prepare and present an annual report which focuses on the library's support for teaching and learning, highlighting significant developments and identifying future needs
5	Daily Management	<ul style="list-style-type: none"> Maintain a register of library bookings Ensure library environment is attractive and ordered Maintain the library management system Contribute content to the schools e-learning environment Ensure instructions for the use of computers and other equipment are available Supervise students using the library "out of class" Issue and process returns of books and other library resources Sort, file, maintain and shelve resources Maths textbooks are issued at beginning of the year English textbooks are issued and returned on approximately a six-weekly cycle
6	Copyright	<ul style="list-style-type: none"> Ensure copyright requirements are complied with
7	Engagement with Students	<ul style="list-style-type: none"> Supervise and assist students to define learning and information needs and to locate and use resources available Assist students to access and evaluate information from multiple sources in order to learn, process and apply new knowledge Keep up to date with current research on teaching and learning and apply this to student learning in the library Engage in encouraging and supportive dialogue with students about their learning Provide feedback to teachers as required Promote the library through displays and special events which reflect what is currently happening in the school e.g. Book Week, Maori Language Week
8	Partnership with Teachers	<ul style="list-style-type: none"> Work with teachers to ensure the integration of research skills in the curriculum Design and implement school-based in-service education for teachers about the use of the library facilities and development of research skills Recommend and order appropriate resources to supplement curriculum areas Act as a consultant to teachers providing ideas and materials for curriculum development
9	External Agencies and Networking	<ul style="list-style-type: none"> Liaise with external agencies and support groups such as National Library of New Zealand, SLANZA, and other school library networks. Develop and maintain relationships with external agencies for

		professional development and support
10	Health and Safety	<ul style="list-style-type: none"> • Identify and eliminate or minimise work place hazards • Be aware of and follow emergency procedures • Report accidents, injuries, near misses and hazards • Workload issues are reviewed and prioritised • Monitor the physical environment in terms of comfort, heat, light, fresh air
11	Other Tasks	<ul style="list-style-type: none"> • Other tasks may be required from time to time, as requested by the Deputy Principal in charge of the Library

Accountability:

To participate in an annual self-appraisal, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

Job Description Approved By:

Signed: _____

Date: _____

Signed: _____ CJ Healey, Principal Date: _____

NOTE: This job description is intended to focus on the important tasks and responsibilities of this position. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above