

Job Description for the position of Librarian

Lines of Functional and Contractual Accountability:

The lines of functional and contractual accountability for this position are:

1. The Library Manager
2. The Senior Leader with responsibility for the Library;
3. The Principal

Position statement:

To assist with the day-to-day operations of the school library under the direction of the Library Manager.

Functional Relationships:

The staff, students and parents of Rangitoto College.

Hours of work: 21 hour per week (term time only) position 9:30 to 5pm Tuesday, Thursday and Friday.

1 Information Literacy

Key Responsibilities	Desired Outcomes	Performance Measures
Support the development of information literacy	Library users receive assistance to access information	Informal feedback from users indicates satisfaction with assistance received

2 Library Management

Key Responsibilities	Desired Outcomes	Performance Measures
Ensure a safe environment for all library users	Library users are safe while using the library	Students and staff welfare needs are met
Contribute to the provision of a welcoming and attractive environment	Students and staff will feel welcomed, and enjoy using the library	Survey data and informal feedback will indicate a high level of satisfaction with the library
Keep up to date with developments in the library field	Library staff will be knowledgeable about current library practice	Library staff will participate in professional development opportunities provided both at school and at recognised industry providers (e.g. National Library and SLANZA)

3 Supporting the School Community

Key Responsibilities	Desired Outcomes	Performance Measures
Assist students and staff in the library	A high standard of customer service is maintained	User surveys show a high level of satisfaction with help received from library staff
Assist with supervision and training of Student Librarians and Duke of Edinburgh service students	Student Librarians and Duke of Edinburgh students are well trained and motivated members of the library team	Library procedures are carried out in accordance with the Procedure Manual

4 Resources

Key Responsibilities	Desired Outcomes	Performance Measures
Assist with the selection and purchase of resources to meet the reading and information needs of the school community.	The library has a balanced collection that meets users' needs	Recommend resources for purchase.
Repair damaged resources	Resources are speedily repaired and available for further use	Mending of resources is carried out to agreed standards and within agreed timeframes

5 Library ICT

Key Responsibilities	Desired Outcomes	Performance Measures
Assist with circulation of library resources	Circulation processes operate smoothly	Circulation processes are up to date.
Assist students and staff to use library ICT independently	Students and staff use library ICT confidently and competently	User surveys indicate a high level of satisfaction with the ICT support provided in the library
Assist users with simple computer problems, including printing.	Users are satisfactorily supported	User surveys indicate a high level of satisfaction with support provided in the use of library ICT
Able to monitor and report any technical problems to IT support	IT is in working order and problems are reported in a timely fashion.	No user complaints about library hardware or software
Use Oliver library management system competently	The system is used effectively and efficiently	Collection managed

6 Liaison and Reporting

Key Responsibilities	Desired Outcomes	Performance Measures
Maintain day to day liaison with staff and students	Users have positive working relationships with library staff	Positive response to users' ideas and suggestions

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LIBRARIAN (NAME)

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Date

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DIRECTOR OF HUMAN RESOURCES (Pam Watson)

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Date