



Job Description for the position of Librarian 21 hours

Hours:	Fixed Term Part Time Position 21 hours per week, term time only Remuneration: Support Staff in Schools Collective Agreement Librarian Rates
Reporting lines:	Library Manager Deputy Principal with responsibility for the Library; and Principal

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of Rangitoto College.

Relationships

This position is required to communicate extensively with a range of internal and external parties. To effectively perform the duties of this position good working relationships must be maintained with the following people.

- Library Manager
- All other teaching and support staff
- Students, parents and community stakeholders.

Personal Attributes

- Energetic, driven and motivated approach to work
- Uses initiative and thrives on challenges
- Strong interpersonal skills and relationship management to all levels of stakeholders

Technical Abilities

- Must be competent in digital systems including Oliver, Canva, Google Suite and interested in AI development, with a desire to upskill.

Key Responsibilities

- Work independently in all aspects of library work including, cataloguing, processing, weeding and stocktaking.
- Actively mentor Student Librarians, including providing training programs such as team leader workshops, student communications via google classroom, duroseal workshops choosing new librarians, interviewing team leaders, and librarian end of term prizegiving.
- Setting up and maintaining librarian spreadsheets and sign in sheets.
- Supervise students in the library during break times, study classes, meetings and activities to ensure the school expectations are upheld and the library environment is conducive to learning.
- Develop and deliver literacy-based presentations, i.e. Database workshops.
- Year 9 and International orientations including how to access the library catalogue, ebooks and connect to school printers.
- Plan and provide activities to engage students and staff and promote a reading culture within the school such as, book club, readers' rumble, book talks, library week, and holiday reading promotions.
- Manage assigned collections and maintain relevant material and content including collating and promoting relevant online research databases, digital learning resources such as Learnpath, and NZ Herald articles relevant to the curriculum.

- Work with teachers to develop activities, workshops and events within the library to support curriculum delivery.
- Choose appropriate eBooks, add to the catalogue and promote using Canva.
- Add and receive orders in Oliver.
- Make slides for Yodeck platform to promote the library.
- Choose new titles for the library, using up to date knowledge of appropriate books and resources for the school community and best practice in school libraries.

Communication Skills

- Exchange day-to-day information effectively, including questioning, providing information and collaborating with colleagues, students and staff.
- Respond with tact, patience and calmness to enquiries or challenges. Active listening, empathy and observation of physical cues are expected.
- Contribute to the library being viewed as a safe and welcoming space.
- Maintain complete confidentiality.
- Friendly, patient and professional.

Expectations

- A commitment to the College and the enhancement of its tradition of excellence
- A commitment to participate in professional development
- An interest in students and a desire to see them achieve their full potential
- Contribute to the wider life of the College
- Standards of professional conduct, dress, language and manners of the employee will reflect the College's standards.

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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