



SOUTH COAST
BAPTIST COLLEGE

'SCBC is a thriving Christian community that inspires learning as a means of transforming and empowering lives.'

Library Assistant

Position Description

2019

South Coast Baptist College

Position Description – Library Assistant

SECTION 1 – POSITION IDENTIFICATION

POSITION TITLE:	Library Assistant
Reports to:	Library Coordinator and Dean of Studies
Responsible for:	Assist with running the Library
Internal Working Relationships	Library team, staff, students, parent volunteers
External Working Relationships	Suppliers
Classification	Part-Time FTE 0.2 (15 hours a week) spread over 3 days
Remuneration	Level 1
Employment Basis	Fixed Term Contract
Holidays	4 weeks annual leave 6 weeks stand down (46 week worker)

SECTION 2 – PURPOSE

The Role of the Library Assistant is to provide information services that support the learning and teaching of all members of the College community, promote an enjoyment of literature and provide a secure, welcoming and stimulating environment.

All roles at SCBC are designed to promote the College's vision, mission and strategic goals.

Accountability: Library Coordinator> Dean of Studies> Head of Primary/Head of Secondary> Principal

SECTION 4 – REQUIREMENTS

1. To have a personal faith and commitment to the Lord Jesus Christ.
2. To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
3. To accept the College's Statement of Faith.
4. Build co-operative and supportive relationships with the Board, Principal, staff, students and parents.
5. Work to ensure personal best practice.
6. Ensure that decision making is based on fact and is impartial and fair.
7. Model the use of appropriate and proper channels of communication.
8. Always act in the best interest of the College and its ethos.

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SECTION 5 – GENERAL DUTIES AND RESPONSIBILITIES

General:

- General library duties including circulation, administration, book covering, and library displays
- Promote and support the Library as a place of learning and study from 8.00am – 4.00pm.

Management:

- Develop and document library policies and procedures, set goals and objectives and evaluate according to changing needs of College
- Organise procedures and systems for the efficient delivery of services, including staff rosters and timetables for the use of the Library

Staff:

- Manage staff Overdues
- Support teachers with resources
- Plan and develop services and programs through regular meetings and ongoing communication with Library team

Students:

- Managing student (K-12) overdues
- Assist with the Book Club and Book Fair for Primary
- Preparing and supervising the Primary and Secondary lunch time programs
- Promotion of the Accelerated Reader program (years 3-6), including book collection, development and organisation
- Supervision of Primary and Secondary students in Library
- Maintain an accessible and welcoming learning environment for students where they are valued and assisted with their information needs
- Create a warm, welcoming, learner-centered environment
- Assist students to seek, critically evaluate, synthesize and present information
- Assist and lead students to use a range of resources and technologies
- Be inclusive of the diverse needs of learners
- Promote and foster literacy and reading

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SECTION 5 – SKILLS KNOWLEDGE AND EXPERIENCE

Essential

- Accuracy, neatness and a methodical approach to clerical work
- Excellent communication skills
- Ability to promote the library to staff and students

Preferable

- Knowledge of school library management and systems
- Skills and experience in using ICT

SECTION 6 – PERSONAL QUALITIES

- Loves to work with children
- Helpful, warm, friendly and welcoming personality
- Service oriented attitude
- Proactive, resilient and able to work productively in a complex environment
- High level of confidentiality, trust, integrity and work ethic
- Well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with students, staff and parents
- Ability to interact positively with staff and students and understand their information needs
- Love of literature
- Demonstrate an active commitment to ongoing professional learning and willingness to use / train in innovative technologies
- Ability to work with minimal supervision
- Actively support, model and promote the use of restorative practices and processes in dealing with students, staff, parents/caregivers
- Proven administration and organisational capabilities

Position Held by _____

Signed: _____

Date: _____