



Courage in Wisdom | Hope in Love

Job Description

Title:	Library Coordinator
Reports to:	Head of English
EBA/Award:	SCBC Non-Teaching Staff Agreement 2018
FTE:	FTE 1.0
Employment Type:	Contract – Maternity Leave Cover until March 2025

Position Summary

The Library Coordinator is responsible for leading and developing information services and innovative Library programs that help build within students a knowledge of the inquiry research process, technology skills, digital citizenship and love of literature and reading. The role also involves creating a safe, welcoming, and stimulating environment in the library.

Job Description

The role involves overseeing and leading the College Library operation and team, ensuring seamless daily administration of the library, including the maintenance of systems, resources, and equipment. Responsibilities include evaluating library services, promoting ethical information use, and developing policies and procedures for efficient library service operation. The position also entails assisting with special events, such as Open Days and Book Week, to foster a love of reading and literacy development.

Key Responsibilities:

- Coordinating and leading the College Library operation and team.
- Efficient daily administration of the library, ensuring system, resource, and equipment maintenance.
- Evaluating library services and promoting ethical information use.
- Developing policies and procedures for smooth library service operation.
- Assisting with special events like Open Days and Book Week to foster a love of reading and literacy development.
- Managing day-to-day library operations, ensuring a welcoming and collaborative atmosphere.
- Involvement in community outreach and library awareness programs.

General Duties:

- Undertaking general library responsibilities, including library displays, purchasing books and supplies.
- Providing library leadership by setting objectives, organizing efficient service delivery, and ensuring staff professional development.

Library Leadership and Management:

- Setting goals and objectives and evaluating them based on the changing needs of the College.
- Organizing procedures and systems for efficient service delivery, including staff rosters and timetables for library use.
- Promoting the use of electronic information services within and beyond the school.



- Ensuring Library Services staff are updated with developments in their fields.
- Providing opportunities for staff in-service training.
- Ensuring services and facilities meet the needs of students and staff.
- Seeking personal development opportunities in education, children's literature, and school librarianship.
- Developing efficient library systems for optimal user access to information resources.
- Managing the Library Management System and related technology.
- Administering the annual library budget.

Collection Management:

- Consulting with staff on curriculum resource needs.
- Developing a collection development policy to meet student and staff needs.

Technology:

- Staying informed about educational technology advancements and assisting with online resources.

Literature Promotion:

- Creating an environment that encourages reading, publicizing new acquisitions, and promoting literature through various activities.

Management of Library Spaces:

- Coordinating library space bookings and day-to-day management.

Student Safety:

- Comprehending and applying School Child Safety Policies and Procedures.
- Duty of care

Staff and Student Engagement:

- Managing staff and student needs, promoting library programs, and maintaining an accessible and welcoming environment.
- Liaising with the Business Operations Manager on major issues, such as reconfiguring internal spaces.

Selection Criteria

Experience:

- **Library Coordination:** Proven experience as a Library Coordinator, playing a crucial role in facilitating information access, enhancing educational pursuits, and cultivating a culture of reading and inquiry among students and staff.
- **Adaptability, Innovation, and Passion:** Demonstrated ability to adapt to change, innovate, and foster a supportive and dynamic learning atmosphere within a school setting.
- **Expertise in Modern Library Practices:** Exhibited proficiency in creating, leading, and applying modern Library strategies, programs, policies, operational practices, and organizational design to align with the strategic goals of the College.



Qualifications:

- Tertiary Qualifications: Possession of tertiary qualifications in Librarianship is preferred, or evidence of progress towards obtaining such qualifications.
- Professional Memberships: Eligibility for membership in the Australian Library and Information Association (ALIA) and the Australian School Library Association (ASLA).

Skills, Abilities, Knowledge:

- Collection Development and Management: Proven skills in the selection, acquisition, cataloguing, and classification of Library resources, including the regular assessment and update of the collection to meet the College community's curriculum and informational needs.
- Library Services and Programs: Demonstrated ability to design and implement College Library services and programs that enhance student learning and foster a passion for reading and research, including the organization of events such as author visits, book fairs, and reading contests.
- Information Literacy and Research Skills: Expertise in advancing information literacy skills among students, providing support for research projects, and offering guidance on database use, online materials, and other research tools.
- Technology Integration: Proven experience in integrating technology into the library, including e-books, online databases, and educational software, to promote digital learning. Management of the library's online presence to ensure user-friendly access to resources.
- Administration and Management: Demonstrated competence in budget management, staff and volunteer supervision, and the development and application of library policies and procedures for efficient operation and resource utilization.
- Collaboration with Faculty and Administration: Proven ability to collaborate closely with teachers, embedding Library resources into the curriculum and participating in school planning and decision-making to advocate for the library's contribution to educational objectives.
- Community Engagement: Experience in outreach to parents and the wider community to promote literacy and lifelong learning. Collaboration with local libraries, cultural institutions, and other organizations to enhance library services.
- Professional Development: Commitment to continuous learning and staying informed about library science, educational technology, and curriculum trends. Active engagement in professional networks and associations related to school librarianship.

Personal Qualities/Behaviours:

- Communication Skills: Confident, articulate, and warm communication style that fosters respect among students, staff, and parents.
- Flexibility and Responsiveness: Demonstrated flexibility and responsiveness to the school community's needs, coupled with a commitment to achieving optimal outcomes.
- Team-Oriented Approach: Ability to work collaboratively in a team while having the capacity to make decisive actions when required.
- Promotion of Lifelong Learning: Proven ability to promote and model lifelong learning, motivated by a "can-do" attitude.
- Passion for Reading and Education: Demonstrated passion for reading, literature, and educational technology.
- Dedication to Library Expansion: Dedication to expanding the use of library resources and facilities within the school community.



General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Adhering to all policies and procedures outlined by SCBC.
- First Aid certificate is desirable.
- Working With Children Card.

Other Matters

N/A

Position Held By:	
Signed:	
Date:	