Position Description

Position: **Library Services Coordinator**

Reports to: **Deputy Principal Student Programs and Staffing**

POL Level: **2**

Time Allowance: **15 Periods**

Tenure: **Three years**

Role Purpose:

The Library Services Coordinator is responsible for delivering high quality library services by creating opportunities through program, learning spaces, research services and experiences to the school community.

Key Responsibilities:

Education in Faith

- Support and participate in the faith life of the College including a commitment to the Mission Statement and ethos of the College.
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship – with each other, with God and with the community.
- Encourage the College community to bring the Salesian charism to life and promote the Salesian values.
- Implement the Salesian pedagogy of learning through relationship and presence based on reason, religion and loving kindness.

Leading Learning and Teaching

- Provide experiences for students that encourage reading, literacy and information usage.
- Have a professional involvement in the learning and teaching program of the school by collaborating with teachers in curriculum development and implementation.
- Participate in the teaching of digital literacy.
- Engage and challenge learners within a supportive, information-rich learning environment.
- The Library Services Coordinator will have an appropriate teaching load in negotiation with the Principal (if applicable).

Developing Self and Others

- Assist in equipping students with the skills and tools needed to be effective online citizens.
- To provide students with the skills to be information literate, using information to solve problems, evaluate information and be confident creators of content.
- Provide support and assistance to teachers in the effective use of Information and Communication Technologies.

- Encouraging literacy development and lifelong learning by engaging students in reading, viewing and listening for understanding and enjoyment.

Leading Innovation and Change
- Create a stimulating, helpful and welcoming environment for students, including showcasing student learning achievements.
- Resource curriculum programs and assessment which incorporate transferable information literacy and literature outcomes.
- Facilitates access to external sources of information.
- Collaboratively work with the IT Team to implement needed library IT infrastructure for teaching and learning.
- The direction, deployment and management of all library staff.

Leading the Management of the School
- Management of the acquisitions policy and appropriate liaison with Subject Learning Leaders.
- Managerial responsibility to ensure that the collection in text and electronic form is consistent with the ethos of the College.
- Understands copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same.
- Develop and monitor library policies, procedures, systems and team rosters to ensure that the day-to-day operations, staffing and administration of all library spaces is both effective and efficient
- Encourage regular lunchtime activities.
- Administer the library budget including the purchase and maintenance of textbooks.

Engaging and Working with the Community
- To maintain an atmosphere in the facility which assists the conduct of independent study & research.
- Where appropriate attend curriculum meetings and join curriculum committees.

Additionally:
- Other duties as assigned by the Principal.

Key Selection Criteria:
In addition to the requirements listed above the Subject Learning Leader will demonstrate:
- A commitment to and understanding of the ideals of Catholic Education.
- Proven competence as a classroom teacher (if applicable).
- Appropriate qualifications and/or experience for the position.
- The ability to lead and be a part of a team.
- Ability to apply effective teaching and learning principles (if applicable).
- Effective interpersonal and communication skills.
- Have a high level of understanding of contemporary ICT literacy.