

Position Description

Library Technician



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School Vision	Discovering potential, striving for excellence, in a caring Christian community.
School Mission	The Good Shepherd Lutheran Primary School provides high quality Christ-centred education and pastoral care for children and their families. The School works in partnership with families to provide an environment in which children discover and develop their potential and utilise their unique talents to serve others in the world around them.
Position Title	Library Technician
Employment Type	Permanent Part-time
Responsible To	<ul style="list-style-type: none">• Principal• Assistant Principal – Learning and Teaching• Assistant Principal – Operations and Student Management
Direct Reports	Nil
Compulsory Committee Membership	Nil
Position Purpose	
The Library Technician is responsible for overseeing the day to day operations of the School Library / Resource Centre. The Library Technician is to provide excellent customer service to students and teachers and is to foster a love of reading in students.	
Key Responsibilities and Duties	
General Responsibilities: <ul style="list-style-type: none">• Provide excellent customer service to students and teachers utilising the Library / Resource Centre.• Support teachers in the delivery of lessons, programs and activities that utilise the Library / Resource Centre.• Explain the function and use of the Library and Library resources to students.• Assist students and staff in developing research skills.• Supervise students in the Library / Resource Centre throughout lunchtime.• Promote Library collections and resources.• Contribute to the development of Library procedures.• Source and purchase resources for the Library / Resource Centre within the allocated budget. Circulation Desk: <ul style="list-style-type: none">• Assist students, parents and staff members with the borrowing and returning of books and resources.• Reserve resources for students and staff.	

- Run the overdue system including producing and distributing overdue notices.

Preparation and maintenance of print resources:

- Catalogue new books to established standards.
- Ensure all print resources are processed in a timely manner.
- Manage periodical subscriptions.
- Liaise with suppliers
- Repair and maintain books and equipment.
- Manage shelving, shelf checking and collection weeding.

Other:

- Assist with displays, programs and events designed to support learning across the curriculum.
- Maintain library cleanliness and tidiness.
- Contribute to the atmosphere of the Library as a place of learning, study and reading.
- The Principal may allocate other duties to the Library Technician that fall within the limits of their skills, competence and training.

Child Protection

Good Shepherd Lutheran Primary School has a zero tolerance for child abuse and is committed to acting in children's best interests and keeping them safe from harm. The School complies with all relevant child protection laws and regulations and has implemented a comprehensive Child Protection Program in order to maintain a child safe culture. The School promotes the safety, wellbeing and inclusion of all children, including those with a disability, those who are from a culturally or linguistically diverse background or those who are of Aboriginal heritage.

Good Shepherd Lutheran Primary School regards its child protection responsibilities with the utmost importance. The School is proactive in educating staff to recognise and act upon signs of child abuse. All staff members are expected to understand and comply with the following School Policy Statements;

- Good Shepherd Lutheran Primary School Child Safe Policy
- Good Shepherd Lutheran Primary School Child Safe Code of Conduct
- Good Shepherd Lutheran Primary School Code of Conduct – Staff Members
- Good Shepherd Lutheran Primary School Code of Ethics for Safe and Professional Relationships

Knowledge and Experience

Essential:

- Experience working with children in an educational setting.
- Proven experience as a Library Technician or Library Assistant.

Qualifications

Essential Qualifications:

- Library Technician Certificate Qualification.

Desirable Qualifications:

- Teacher Registration with the Victorian Institute of Teaching.

Skills and Personal Qualities

You will be able to demonstrate:

- Commitment to maximising student learning as demonstrated through the delivery of high quality support for teachers and students.
- High level of organisational skills.
- The ability to work both autonomously with minimal direction.
- Capacity to develop sustained and trusting relationships with staff members, students and parents.
- Commitment to personal professional development.
- Understanding of and commitment to the ethos of Christian school education.

Prerequisites

- Satisfactory Working With Children Check
- Satisfactory Police Check