



WAIMEA COLLEGE

Job Description – Library Manager

Name:

Tenure: Permanent – Term Time Only

Responsible to: Principal
Resource Manager

Overview

The Manager is expected to be an enthusiastic, effective and cooperative member of the Library and Information Centre and to contribute to the wider life of the College.

Key Responsibilities

- 1 Management of the Library/Information Resource Centre and Staff.
The Library and Information Centre is a managed centre of professional expertise and support for the school community.
- 2 Leadership in Library and Information Services.
The Library environment and resources are conducive to and reflective of the pedagogy of the school curriculum.
- 3 Promoting reading for both information and enjoyment.
The Library is a key resource for both staff and students and uses effective strategies to promote a reading culture within the whole school community.
- 4 Facilitating the school wide development of Information Literacy through the development of ICT/information skills across the curriculum.
The Library is a learning environment central to the development of an information-literate school community.

Tasks and Duties

1. Management of the Library/Information Resource Centre and Staff:
 - Preparing and managing the annual budget, mindful of short and long term goals.
 - Deployment and general supervision of Library staff. Ensuring their appropriate training and professional development enables them to provide prompt, efficient and congenial service.
 - The Library collection is maintained to a standard which best advantages users through best practice in classification, cataloguing, processing, stocktaking and weeding.

- Keeping up to date with relevant developments in information systems, ICT, librarianship and Library operations through professional reading, formal (conference) and informal contact with both peers and specialist information organisations including National Library and SLANZA.
 - Evaluating and developing Library information policies and plans and consulting with the Deputy Principal who has oversight of the Library, Principal and BOT as appropriate.
 - Reporting annually to the Principal, BOT and school community.
 - Annual Appraisals of Library staff.
- 2 Leadership in Library and Information Services
- Ensuring that the Library and Information Centre operates as a positive learning environment for students and staff. This may include the oversight of behaviour and learning activities of students utilising Library and Information Centre services.
 - The Library and Information Centre makes provision for the wider school community through facilitating personal and professional development for staff e.g. teacher reference material, support staff resources, leisure reading.
- 3 Promotion of reading for both information and enjoyment.
- Evaluation and selection of appropriate resources
 - Planning and development of reading resources and services appropriate to the five levels of curriculum delivery, co-curricular emphases/interests and the nature of the school community.
 - Supporting the optimum utilisation of the Library as a key resource within the College by liaising with teaching staff and students throughout all curriculum areas. This includes alerting both staff and students to incoming material relevant to their requirements.
- 4 Facilitating the school wide development of Information Literacy through the development of ICT/information skills across the curriculum.
- Guide teachers and students through the theory and practice of information literacy, research processes, and thinking and learning skills.
 - Analyse curriculum and syllabus requirements to meet changes in teaching and learning methods.
- 5 Other Duties
- Other tasks as required from time to time by the Principal, Resource Manager or other members of the Senior Leadership Team.

Remuneration

Remuneration is based on Grade D of the merged salary scale in the Support Staff Collective Agreement and will commence at XXXXXXXX per hour. Holiday pay is payable in accordance with the provisions of the Support Staff in Schools Collective Agreement.

Hours

The hours of work are 40 hours per week between the hours of 8:00 am to 4:30 pm, Monday to Friday, 40 weeks per annum. A further week is available if required.

Professional Development and Annual Review

The Director of Library and Information Services is expected to set professional goals and participate in the Waimea College Performance Management System.

Performance Management discussions with the Principal will help identify strengths, highlight issues needing assistance and confirm professional goals.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Employee: _____

Resource Manager: _____
Diane Chapman

Date: _____