



Library Technician – Position Description

St Joseph's College is a Catholic school in the Salesian tradition. As a faith community, all members seek to uphold the mission and vision of the College.

St Joseph's College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and that there is confidence in the procedures for reporting suspicion of child abuse and neglect.

Overview

The Library Technician plays a key role in supporting the St Joseph's College community by contributing to the effective and efficient administration of Library and Information Services. The role focuses on administrative and client service skills and offers the Teacher Librarian a range of administrative and para-professional support services which contribute to the achievement of educational outcomes. The Library Technician is expected to support the vision and goals of St Joseph's College as a learning community and to participate in ongoing professional learning.

The Library Technician would have qualifications and experience relevant to the role.

Attributes and Competencies

The Library Technician is expected to exhibit the following qualities and competencies:

- A vibrant and practical understanding towards the Catholic nature of the College and its Salesian tradition.
- Display a high level of administrative and organisational ability.
- Display a high level of interpersonal and communication skills.
- Exhibit ongoing professional growth on a personal and professional level for the benefit of the College community.
- Capacity to work autonomously or cooperatively in a team with a range of people including teachers, learning support, students and parents.
- Demonstrate proficiency in the use of library systems e.g. Infiniti, and other digital information systems.
- Interact with students in a professional, friendly and caring manner.

Duties

The Library Technician works as part of the Library Team with specific tasks as outlined, and other duties may be required.

Library Management System (LMS)

The Library Technician has a role in assisting the Teacher Librarian with maintaining accurate records in the LMS e.g. Infiniti including to:

- Assist with borrower and stock item maintenance.
- Make reservations for library resources.
- Maintain accurate records of lost and damaged items and contribute to stocktake.

Circulation

Library resources should be accessible and available to the College community.

The Library Technician will assist the Teacher Librarian to:

- Circulate resources to staff and students.
- Maintain borrower records.
- Configure the LMS to generate overdue lists within the St Joseph's College community.

Resources

Resources in the library need to reflect the curriculum and the recreational needs of the students and staff.

The Library Technician will assist the Teacher Librarian to:

- Identify and source curriculum and recreational material for the library.
- Order and accession resources.
- Create and import accurate metadata to enable access to the collection.
- Process library resources and upload digital library resources.
- Cover and prepare resources for use by the College community.
- Update item records on the LMS.
- Maintain and update the physical collections.
- Withdraw resources from the collection to maintain collection relevance.

Learning Technologies

Learning Technologies are integral to the delivery of resources and library programs for the support of teaching and learning. The Library Technician will assist the Teacher Librarian to:

- Assist students and staff with using electronic and digital information resources.
- Initiate and respond to new and emerging technologies to support teaching and learning programs.
- Assist with queries regarding the library databases and equipment.
- Assist with the maintenance of the LMS.
- Assist with the maintenance of the library equipment.

Photocopiers/Printers

The Library Technician will:

- Assist staff and students in using this equipment.
- Maintain paper and toner supplies.
- Communicate with the IT Team regarding maintenance of the equipment.

Shelving

The Library Technician will participate in regular shelving, shelf checking and maintaining general tidiness of the collection.

Displays

The Library Technician will assist the Teacher Librarian to:

- Create, or assist in the creation of, new book displays – digital or hardcopy – appropriate to the College programs.
- Create, or assist in the creation of theme displays appropriate to the College programs.
- Assist with activities in Book Week and other special events.
- Assist in creating an inviting and aesthetically pleasing library environment in Chieri and in the library space at Valdocco (Year 9 Campus).

Administration Assistance

The Library Technician is required to undertake administration, data entry, reception covers and other general administration tasks as required by the College from time to time.

Other duties shared with members of the St Joseph's College, Chieri Team include:

- Development and maintenance of learning resources both digital and physical.
- Liaise with the College IT staff as required.
- Materials processing and preparation.
- Handling general enquiries and offering research assistance to students and teaching staff.
- Participation in special projects i.e. College Feast Day, Open Day, Book Week, etc.
- Housekeeping and maintenance of the library environment.
- Supervision of students from classes and during non-class time.
- Duties that may evolve as a result of technological innovation and change.
- Provide equitable intellectual and physical access to learning materials that will enable all members of the school community to become critical thinkers and effective and responsible users of information.
- Respond to the needs of teachers and learners in a supportive and proactive manner.
- Promote an appreciation and enjoyment of reading and literature.
- Assist students to achieve the necessary skills to function competently as responsible citizens, both off-line and on-line, within society now and in the future.
- Carry out any other associated activities that would ensure effective delivery of this role.

The Library Technician is expected to meet the following requirements:

- Full participation in Library Team meetings and planning.
- Active involvement in Annual Review Meetings and associated formative review appraisals as required by the Principal.
- Collaborate creatively and productively with the Teacher Librarian and colleagues.
- Work with relevant staff to assist in embedding IT initiatives that enhance digital literacy and inquiry based learning.
- Collaborate with team members in assisting staff to creatively teach study skills, research methods and promote literacy skills.
- Assist in providing a stimulating, helpful library environment that is a focal point and showcase for student learning, achievement and where students feel confident that their information needs will be met.

Details

- The Library Technician is required to participate in appropriate Professional Development and Training as determined by the Teacher Librarian and Principal/Deputy Principals.
- The Library Technician is appointed by the Principal and is accountable to the Principal via the Teacher Librarian, Head of Learning, Deputy Principal (Learning).
- Salary and conditions are determined in accordance with the Agreement.

The Library Technician may also be called upon to perform other duties deemed relevant and appropriate by the Principal.

This includes general administration duties and cover of reception as required.

Key Performance Indicators

1. Smooth operation of library activities.
2. Proven safety record.
3. Staff satisfaction with support received in relation to library and information services.
4. Regular participation and contribution to professional learning including meetings and professional development.
5. Flexible and harmonious working relationships within the Library Team and other colleagues.
6. Ability to complete duties in a professional and timely manner.
7. Ability to demonstrate teamwork.
8. Ability to respond effectively to constructive feedback.
9. Ability to participate in an appropriate professional development plan.

Terms and Conditions

Salaries and conditions are set by the *CEMEA 2022*. The position is full-time or part-time and Category B. The position reports to the Principal (or delegate) via the Teacher Librarian.

Last Updated: December 2024