

# St Johns Hill School

## Information Centre Manager

### Mission Statement

St Johns Hill School will provide a quality education where children develop respect for themselves, others and the environment and aim for excellence in all endeavours.

### Vision Statement

Confident, happy, lifelong learners and caring citizens, who contribute positively to a sustainable world.

## Job Description

<b>Name</b>	
<b>Position Title</b>	Information Centre Manager
<b>Responsible to</b>	Management Team, Administration Manager, Principal
<b>Functional Relationships</b>	Teaching staff, support staff, students, external agencies, parents, volunteers
<b>Conditions of work</b>	25 hours per week, 40 weeks per year
<b>Key Tasks</b>	<p>The key purpose of the Information Centre Manager is to:</p> <ul style="list-style-type: none"> <li>-Provide high quality support for learning and teaching.</li> <li>-Promote a love of reading and learning.</li> <li>-Provide high quality, well organized, easily accessible and well displayed resources.</li> <li>- Build a skilled library team.</li> <li>- Maintain effective library and Information Centre Management System.</li> </ul>

### Key Tasks

Key Tasks	Desired Outcomes	Indicators
<p><b>Reading for Pleasure</b></p> <ul style="list-style-type: none"> <li>• Encourage library usage</li> <li>• Promote enjoyment of reading for pleasure to all children</li> <li>• Access relevant resources</li> </ul>	<ul style="list-style-type: none"> <li>• Library users locate resources for information and recreational purposes</li> <li>• Increased reading of both fiction and nonfiction</li> </ul>	<ul style="list-style-type: none"> <li>• Users suggestions are acted on in buying plan</li> <li>• Anecdotal and statistical evidence of increased library usage</li> </ul>
<p><b>Inquiry Learning</b></p> <ul style="list-style-type: none"> <li>• Promote the role of the library and the range of resources students can assess through the library, both in print and online, to support inquiry and develop information and digital literacy across all year levels and curriculum areas</li> <li>• Collaborate with staff to identify what resources re required to support the current inquiry units, including coordinating National Library requirements.</li> <li>• Proactively plan and implement the library programmes</li> <li>• Promote relevant websites and other online resources to students and teachers.</li> <li>• Where appropriate incorporate ICT to support student learning.</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers receive appropriate guidance and assistance to access and use print and online resources to support learning.</li> <li>• Library users gain skills and confidence using the resources.</li> <li>• Staff and students confidently locate and use the library resources</li> <li>• Use of appropriate online resources by users.</li> <li>• ICT is integrated in the library.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and students able to access appropriate information and resources</li> <li>• The school library is regarded by staff and students as a key source of information to support inquiry learning.</li> <li>• Positive feedback.</li> <li>• All library users participate in library programmes.</li> <li>• ICT is integrated in the library.</li> </ul>

<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Provide high quality resources, including online, that meet the needs of the school.</li> <li>• Ensure, through training and promotion resources are used in a timely and appropriate manner.</li> <li>• Develop curated resources to meet the needs of the curriculum.</li> <li>• Maintain a welcoming, neat and tidy Info Centre environment and Hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Library has a balanced, up-to-date collection of print and online resources that meet the user's needs.</li> <li>• Resources are processed promptly.</li> <li>• Teachers and students know where to find curated resources.</li> <li>• Displays in Hall are up to date.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase relevant print resources.</li> <li>• Provide teachers with National Library resources.</li> <li>• Recommend websites.</li> <li>• Quick processing of resources.</li> <li>• Resources are readily available and used by teachers and staff.</li> <li>• Displays in Hall are visible to all users.</li> </ul>
<p><b>Building the library team</b></p> <ul style="list-style-type: none"> <li>• Manage student librarians and volunteers.</li> <li>• Manage library workflows and processes.</li> <li>• Ensure relevant training and professional development for staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers and students support the library to function smoothly and feel supported.</li> <li>• Community expertise is incorporated.</li> </ul>	<ul style="list-style-type: none"> <li>• Student librarians are clear in the roles and actively involved.</li> <li>• Community expertise if incorporated.</li> </ul>
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Membership and engagement with professional agencies and support groups e.g. National Library, SLANZA and also book reps.</li> <li>• Proactively engage in professional development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• A librarian who is up to date and connected to others professionally.</li> <li>• Relationships are developed and maintained with relevant external agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in professional groups.</li> <li>• PD opportunities have been identified and acted on.</li> </ul>
<p>Library Management Systems</p> <ul style="list-style-type: none"> <li>• Establish and monitor day to day systems and workflow in the library.</li> <li>• Document library procedures.</li> <li>• Manage and monitor the library budget in accordance with school guidelines.</li> <li>• Contribute to reports about the library as needed.</li> <li>• Regular assessment of collection including weeding, identifying gap and needs.</li> <li>• Maintain day to day Info Centre budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Library operates effectively and efficiently.</li> <li>• All library processes and procedures are documented and followed.</li> <li>• Library expenditure is controlled according to school standards.</li> <li>• School management is fully informed re library's performance.</li> <li>• Library collection supports the curriculum.</li> <li>• A clear system to support students and staff with printing material and laminating resources is maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated tasks are completed within an agreed time frame.</li> <li>• The library procedures information is relevant and current.</li> <li>• All documentation is filed and easily accessible.</li> <li>• The budget is spent to align with current school priorities.</li> <li>• Collection is current and well used.</li> <li>• Printed material and laminating is available for staff.</li> </ul>

## Personal Qualities

Active	Indicators
Achiever	<ul style="list-style-type: none"> <li>• Is open to new learning and has an attitude of continuous improvement.</li> <li>• Accepts ownership for finishing work and delivering on commitments.</li> <li>• Role models what it is to be a learner.</li> <li>• A willingness to undertake professional learning to support position.</li> <li>• Knowledge of both print and electronic learning resources.</li> </ul>
Communicator	<ul style="list-style-type: none"> <li>• Conveys information clearly, logically and accurately both orally and in writing.</li> <li>• Displays the qualities of an active listener.</li> <li>• Shares relevant knowledge with others.</li> <li>• Shares a love of literature with others.</li> </ul>
Thinker	<ul style="list-style-type: none"> <li>• Is proactive in initiating library developments and facilitating change.</li> <li>• Uses initiative to solve day to day issues.</li> <li>• Has planning and organizational skills.</li> </ul>
Interactor	<ul style="list-style-type: none"> <li>• Actively contributes to building a positive collaborative learning culture.</li> <li>• Is aware of the effects of their works and attitudes have on others.</li> <li>• Maintain confidentiality and high levels of trust.</li> <li>• Offers assistance to others.</li> <li>• Be a great team player – flexible and able to work collaboratively with others.</li> </ul>
Versatile Player	<ul style="list-style-type: none"> <li>• Embraces new learning and is willing to keep up to date with ICT and library trends.</li> <li>• Has a positive attitude to change.</li> <li>• Willingly contributes to the extra-curricula and corporate life of the school.</li> </ul>
Enjoyment	<ul style="list-style-type: none"> <li>• Has a positive attitude.</li> <li>• Enjoys working with children.</li> </ul>