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POSITION DESCRIPTION

**POSITION TITLE: School Officer - Library Assistant Level 3**

**REPORTS TO:** Principal or delegated line manager

**CLASSIFICATION: School Officer Award – Non-Government Schools**

**AUTHORISATION: Executive Director**

**1. CATHOLIC EDUCATION SERVICES**

Catholic Education Services within the Diocese of Cairns comprises a group of twenty-six schools. There are nineteen primary schools, one Prep to Year 12 College, and six secondary Colleges.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

* Support of the mission of the Church as delivered through Catholic education;
* Support of schools by providing services that strengthen school capacity;
* Provision of leadership and forward planning to develop organisational capability;
* Distribution to schools of government allocated funds and their accountability;
* Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents;
* Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

**2. PURPOSE OF ROLE**

The role of the library assistant focuses on the operational and technical aspects of library and information services. This can involve the operation and maintenance of systems that support acquisition, organisation and day to day management of library and information services, resources and client access to information

**3. PRIMARY DUTIES AND RESPONSIBILITIES**

***\*\*Typical duties performed may include, but are not limited to:***

**Ordering, Purchase, Acquisition & Cataloguing**

* Place orders for school resources i.e. source suppliers, complete purchase orders, monitor and track orders and back order under supervision of delegated line manager.
* Undertake accessioning of learning resources acquired by the school, including periodicals and equipment.
* Searching, verifying and downloading bibliographical data from SCISWEB
* Editing catalogue records to reflect school needs, local practices.
* Preparing descriptive cataloguing entries on advice of specialist teaching staff (e.g. Curriculum Support, ESL, Learning Support Teacher, Religions Education) for selected library materials.
* Classifying selected materials in consultation with specialist staff for various locations or collections.
* Assigning extra subject headings in consultation with specialist staff to selected materials to assist with location and associated curriculum reference.
* Undertake covering and labelling of learning resources acquired by the school.

**Maintaining the Collection**

* Identify damaged resources and undertake repairs if possible.
* Deleting catalogue records of material selected for disposal by delegated supervisors.
* Participate in the evaluation and selecting of equipment and supplies.
* Writing procedures for routine tasks that are school specific that reflect and meet needs of the local school community e.g. back up procedures, lists of field references/ abbreviations used.
* Processing and labelling of recorded broadcast video and audio as per copyright requirements of the Screenrights Licence.

**User Services**

* Respond to enquiries from students, staff, parents about day to day routine operations of library.
* Provide assistance with location of resources for students, staff and parents.
* Explaining library rules and procedures to users.
* Inform staff of all off-air programs ABC education etc. from available schedules
* Recording or download of **broadcast** radio/ television upon request and as per availability of suitable equipment.
* Organise where possible inter-school library loans upon request of staff.
* Arrange for loans of resources to other schools with authorisation of direct line manager and/or specialist teachers involved.

**Maintaining circulating systems.**

* Ensuring return of all equipment and resources borrowed from library
* Address any issues in accordance with established routines and procedures and in consultation with Principal or delegated line manager.

**Maintaining Equipment**

* Assist users with operating audio-visual equipment.
* Setting up of audio visual equipment in other areas as required eg Boardroom, hall or lecture theatres
* Notify line manager of need for repairs/ possible replacement of resources, including equipment e.g. digital cameras, data projectors etc.
* Arranging repairs to audio-visual hardware on advice from line manager

**Maintaining & Promoting the Library Environment**

* Setting up library displays and exhibits under supervision and in response to school/ classroom curriculum and extra-curricula initiatives.
* Assisting in the planning of library displays with classroom teachers e.g. suggesting areas of the library that may be under-utilized that could be promoted e.g. parts of non-fiction collection.
* Producing publicity and display material under direction of Principal or delegated line manager.
* Conduct fund raising events e.g. Book Faire, Art Expo etc under direction of Principal or delegated line manager.

\*\* Range of services provided will be influence by allocated hours, availability of equipment and professional development

**4. CORE COMPETENCIES & INTERPERSONAL SKILLS**

* Quality service
* Capacity to accept responsibility for own work
* Capacity to work effectively in a team
* Demonstrate excellent relational skills
* Capacity to manage change in self and others

**5. MANDATORY QUALIFICATIONS AND REQUIREMENTS**

There are no formal qualifications required to work at a Level 3 School Officer – Library Assistant.

A Qualification Allowance is available in accordance with Clause 4.2.2 of the EB

**6. ADDITIONAL INFORMATION**

The incumbent will need:

* An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
* A sound working knowledge of the Catholic education context and an appreciation for Catholic Education issues
* The Commission for Children and Young People Act 2000 requires the preferred applicant to be subject to “working with children check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: http://www.ccypcg.qld.gov.au

**Please Note:** It is an offence for a disqualified person to sign a blue card application. Penalties of up to five years imprisonment or a fine of up to $50,000 may apply

* Confirmation of employment is conditional upon the preferred applicant being issued with a suitability card from the Commission for Children and Young People
* A non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles