

## POSITION DESCRIPTION

### Library Technician

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| <b>POSITION</b>         | Library Technician  |
| <b>RESPONSIBLE TO</b>   | Head of Albertus Magnus Learning Centre   |
| <b>CLASSIFICATION</b>   | Education Support Officer - Category B  |
| <b>EMPLOYMENT TERMS</b> | <ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience</li> </ul> |
| <b>PREPARED BY</b>      | Deputy Principal Learning and Teaching<br>Head of Albertus Magnus Learning Centre   |
| <b>ISSUE: 05</b>        | <b>DATE:</b> March 2023   |

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

The Library Technician works closely with the team in the Learning Centre to ensure the efficient use and the organisation of the Learning Centre.

#### 1. Supporting Learning and Teaching

- a. Assist students and teachers during wide reading and research sessions in collaboration with classroom teachers and the Head of Albertus Magnus Learning Centre
- b. Ensure the collection meets the learning needs for students in terms of learning diversity and cultural appropriateness
- c. Source resources to meet the research needs of the curriculum in collaboration with the Heads of Learning and the Learning Centre Team
- d. Create opportunities to gather student voice through mechanisms such as suggestions and recommendations
- e. Be willing to learn, support and be involved with various technologies and innovations, such as VR and digital fabrication

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#### **2. Learning Centre Programs, Activities and Events**

- a. Participate in goal setting and evaluation of Learning Centre services, programs, events and activities
- b. Assist in organising and facilitating Learning Centre programs, events and activities such as Book Week and author visits
- c. Plan and create displays to promote library programs, activities and events
- d. In conjunction with the Learning Centre Team, lead and participate in lunchtime clubs and activities organised by the Learning Centre
- e. Select and purchase resources for programs, activities and events in consultation with the Head of Albertus Magnus Learning Centre

#### **3. Resource Management**

- a. Manage the cataloguing of new resources following Siena Guidelines, including original cataloguing and using MARC data
- b. Undertake regular Collection stocktakes, including updating authority files as required
- c. Manage the Library Management System (LMS), including all upgrades, enhancements and integration with other systems in collaboration with the IT department and the LMS provider
- d. Extract and analyse usage statistics as requested
- e. Catalogue and track professional memberships, subscriptions, periodicals and newspapers via the LMS
- f. Manage the overdue process for students and staff including liaising with the finance department to recover costs of lost resources
- g. Develop and maintain procedural documentation
- h. Ensure the College is compliant with current Copyright legislation and procedures

#### **4. Orders and Acquisitions**

- a. Source and order resources for the College to support teaching and learning, as well as recreational needs of students and staff
  - b. Manage and administer the annual budget for College print and digital resources in consultation with the Head of Learning Centre and faculty budget holders.
  - c. Provide updated Faculty Budget information to the appropriate Head of Learning as requested and in consultation with the Head of the Learning Centre
  - d. In liaison with the Deputy Principal Learning and Teaching, compile and administer the year level booklists, including liaising with resource providers and Heads of Learning
  - e. Source and order professional memberships, subscriptions, periodicals and newspapers for the College in line with current procedures
  - f. Develop and maintain procedural documentation
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#### **5. Customer Service**

- a. As a member of the Learning Centre Team, provide a friendly and welcoming environment that supports the learning and teaching ethos of the College
- b. Maintain professional and collegial relationships that promote the Learning Centre
- c. Recommend reading material to students
- d. Shelve resources and maintain shelf order
- e. Supervise students in the Learning Centre in accordance with the Learning Centre Roster
- f. Assist staff and students in the use of Learning Centre equipment, resources and systems, including Audio Visual equipment
- g. Assist Learning Centre patrons with printing and photocopying requirements
- h. Maintain the equipment and spaces in the Learning Centre to meet the learning, wellbeing and recreational needs of all users

#### **6. Other Duties**

- a. Support Open Mornings at the College as directed
- b. Attend professional learning activities as required
- c. Undertake other duties as directed by the Principal and the Head of the Learning Centre

#### **7. General accountabilities for all Staff**

- a. Demonstrate duty of care to students in relation to their wellbeing
  - b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
  - c. Adhere to the College's professional dress code for staff
  - d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
  - e. Demonstrate professional and collegial relationships with colleagues
  - f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
  - g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
  - h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
  - i. Be familiar with and comply with all College policies and procedures
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### **Key Selection Criteria**

1. Eligibility for membership to the Australian Library and Information Association or demonstrated relevant experience
2. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance learning and teaching
3. Demonstrated commitment to ongoing professional learning
4. Highly developed interpersonal and communication skills