



LIBRARY TECHNICIAN

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Library Technician is directly responsible to the Head of Library, and to the Teacher Librarian/s, and works as part of the Library Team to support the Learning and Teaching program and vision of the College through the delivery of quality and efficient information services.

As a staff member at Catherine McAuley College, the Library Technician is expected to implement and abide by the College's Strategic plan, as well as model and support the College values.

A high level of initiative and independence is required, as is the ability to work effectively as part of a team. Good communication and interpersonal skills are required as this role involves working with staff as well as students with a diverse range of learning capabilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

Library Technician	<ul style="list-style-type: none">• Arrange for the selection and purchase of Library resource material and equipment in accordance with school purchasing policy and procedures• Assist in the maintenance and management of Library collections both print and digital, including:<ul style="list-style-type: none">– Timely processing of new resources for the Library and other College subject areas, including cataloguing and covering– Shelving duties– Assisting with stocktake procedures– Maintaining the accurate location of resources including updates to the Library Management system - AccessIt• Manage the following collections:<ul style="list-style-type: none">– Digital media equipment, including sourcing new resources, repairs and replacements– Online resources for the entire college, including online databases (passwords and subscriptions) plus Library and Domain related professional memberships• Ensure the Library provides an environment that is welcoming and conducive to students' learning and personal development
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	<ul style="list-style-type: none"> • Process purchase order invoices, corporate card purchases and liaison with Finance Office where required • Monitor the use of the Library to ensure that the area is used for the intended purpose as a centre of learning • Assist staff and students to locate and access information and resources • Supervise in the Library and circulate desk duties throughout the day as rostered • Maintain a strong knowledge of print and online resources • Support the work of the Teacher Librarian/s by assisting with the preparation of materials for Library lessons and general learning and teaching support • Be prepared to create and maintain links for the promotion of online fiction and non-fiction resources, across various Library online platforms (e.g. Google Classroom, LibGuides, Library Catalogue, Clickview) • Promote the Library and its services and participate in Library promotional activities • Perform the open/close of Library procedure • Maintain a tidy and clean physical Library environment • Ensure the continuity of both Library and stationery supplies • Assist with the collection of data that informs Library services and resources. • Conduct routine basic maintenance of photocopiers • Maintain up-to-date working knowledge of Australian Copyright legislation as applicable to the school environment • Manage at least one area of responsibility across the Libraries • Effectively share Library related information with other Library staff members • Support other Library staff in high demand times
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal process • Be an active member of a relevant professional association as duties permit
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to the physical and mental wellbeing • As required, attend relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities • Demonstrate professional and collegiate relationships with colleagues

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Accredited Library qualifications • Library experience • Previous experience in a school environment
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	<p>Desirable Other:</p> <ul style="list-style-type: none"> • Relevant post-graduate studies (or working towards such qualifications) • Diploma of Library and Information Services • Membership of a relevant professional body (e.g. SLAV, ALIA)
Skills and Attributes	<ul style="list-style-type: none"> • Demonstrated ability to build and maintain professional and collegiate relationships with colleagues and key stakeholders • Personal sense of initiative, innovation, and enthusiasm • Outstanding communication and interpersonal skills with the ability to build relationships with key stakeholders such as children, parents and the school community • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Ability and willingness to accept policy directives • Proven capacity to work independently with the ability to manage complex tasks with minimal supervision • Proven time-management skills with the capacity to work to tight timelines • Sound organisational skills including strong attention to detail
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated awareness or understanding of the ethos of a Catholic school and its mission • Support and model College values and Catholic ethos when dealing with all stakeholders
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety including the Victorian Child Safe Standards and Ministerial Order 1359 • Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check • Complete annual training in Child Safeguarding as required by Mercy Education

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Head of Library
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCMEA) 2018.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.



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Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	October 2022

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.