

POSITION DESCRIPTION

Library Technician



The Library Technician is responsible Kolbe Catholic College Principal through the Deputy Principal Campus Director St Catherine for the development and management of a resource collection that allow all students opportunities to achieve their full potential. The Library Technician works closely with the Library Services Leader to plan and develop the Library as an integral part of the College, reflecting and enriching the College's values, mission and vision, and strategic directions.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Location

The primary place of work will be at St Catherine campus. However, you acknowledge and agree that, at the employer's discretion, you may be required to perform your duties at St Clare or any other campus operated by Kolbe Catholic College, as reasonably necessary. The employer will provide reasonable notice of any such requirement, taking into account operational needs and your personal circumstances.

RESPONSIBILITIES:

- In collaboration with the Library Services Leader, select collection resources (fiction, non-fiction browsing collection, digital and electronic, subscriptions) in line with collection development guidelines.
- Screen and allocate resources to age specific collections.
- Liaise with learning areas regarding selection and purchase of specific curriculum resources.
- General collection management processes for the Resource Centre main collection such as weeding, stocktaking, arrangement of resources, displays, etc.
- Manage online subscriptions.
- Manage Library software Assist including assisting others with troubleshooting, updates and maintenance.
- Oversee beginning and end of day procedures.
- Oversee circulation and cataloguing processes such as overdues, reservations, borrower and item processes, reports and statistics.
- Encourage students participation in reading or other library activities.

- Promotion of clubs, events, and support activities such as home work club.
- Managing the collection and distribution of resources for new teaching staff.
- Provide services and help to students and staff: information requests, use of electronic resources, use of software and resource platforms etc.
- Maintain up-to-date working knowledge of Australian Copyright legislation as applicable to the school environment.
- In conjunction with the Library Services Leader, manage the Library budget.
- Process purchase order invoices, and liaise with Finance Office where required.
- The Library Technician may be required to perform additional duties outside the scope of traditional library services, including but not limited to general administrative support and school technician tasks. These duties will be assigned by the Deputy Principal Campus Director or their delegate in response to operational needs and in alignment with the employee's skills and capabilities.
- Supervise, run or lead students' activities before and after school and during recess and lunch periods.
- Other duties as directed by the Principal.

OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and to address the needs of the developing college, to service the needs of the growing student population and the library.

POSITION CLASSIFICATION:

- Position: Library Technician
- Remuneration: Education Support Officer – Category B, Level 2
- Tenure: Part time 0.6 FTE, ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal

KEY SELECTION CRITERIA

- Relevant qualifications and/or experience in library support roles, ideally in education.
- Current Working with Children Check and National Police Check.
- Strong ICT, organisational, planning, and documentation skills.
- High-level interpersonal skills with the ability to work independently and collaboratively.
- Demonstrated ability to manage competing priorities and deadlines.
- Flexibility, discretion, and commitment to confidentiality and Catholic values.
- Generosity of spirit, optimism, and enthusiasm for student learning and school community engagement.