



Job Description Library Manager

Responsible to:

Assistant Principal, Principal.

Relating to and communicating with:

All staff, students, parents, outside agencies

Primary Objectives:

- To develop the library as a centre of learning, promoting and delivering a supportive and effective facility for all members of the school community which will foster a love of reading and enhance life-long learning.
- Provide the expertise of a professional librarian.
- Contribute to the management and administration of all aspects of the school library.

Remuneration:

27.5 hours per week term time only.

Conditions of Employment:

As per the current Support Staff in Schools Collective Agreement.

Key Tasks:

1. Library management

- Maintain the library management system. (Accessit)
- Develop, review and maintain the library's guiding documents, in collaboration with the Senior Management Team.
- Develop and maintain a current Collection Management Plan.
- Ensure the collection is managed and developed so that resources are current and relevant to the curriculum.
- Prepare and submit the appropriate annual reports for the auditor and Board.
- Establish and monitor day-to-day systems and workflow in the library.
- Identify and instigate system and policy changes to provide improved efficiency and effectiveness of library services.
- Design and run structured programmes to aid student learning.
- Train and supervise the library assistant including an annual appraisal.
- Train and supervise student librarians.
- Collaborate with teaching staff regarding resources to support all curriculum areas.
- Prepare an annual budget for library resources and capital expenditure in accordance with school practice.
- Manage the library budget.
- Attend staff briefing and other relevant meetings.
- Promote the library services and resources to all staff and students, through the use of displays and activities.
- Maintain up-to-date school library procedures documents.
- Proactively engage in professional development opportunities and performance appraisal.
- Liaise with external agencies, including SLANZA, the National Library of New Zealand and other relevant agencies.

- Be responsible for the electronic roll of those students involved in Buddy Reading.

2. Reading engagement.

- Promote and foster the enjoyment of reading for pleasure, contributing to the development of reading skills.
- Develop and contribute to the school wide reading culture through reading programmes, initiatives and events.
- Provide expertise and support to teachers on reading engagement and developing life-long readers.
- Ensure the collection provides a wide range of quality reading material, catering for diverse needs and interests.

3. Information literacy/Inquiry Learning

- Ensure that the library plays an integral role in supporting inquiry and that students have easy access to print and eResources.
- Collaborate with teachers to develop information literacy across the school.
- Offer school-wide guidance and training for staff and students in effective use of resources.
- Develop a collection that has relevant resources in a variety of formats to support inquiry learning.

4. Place or Space (Physical and Virtual)

- Stay up-to-date with library trends that will help provide the school community with a welcoming and positive learning facility.
- Promotes the library as a safe inclusive space.
- Model appropriate support for student wellbeing and is the escalation point for behaviour management in the library.
- Manage the integrated library System (Accessit) effectively.
- Take responsibility for the school library presence on the school website and social media platforms.

5. The Library Collections

- Consult with teachers about changes to curriculum to ensure appropriate selection and management of all learning resources, both print and online.
- Ensure the collection is managed and developed in consultation with staff and students, so that resources are current, relevant to the curriculum and meet the reading needs and interests of the school community.
- Develop a buying plan and strategies that ensure the library delivers appropriate, high-quality material – print and online.
- Consult with teaching and literacy staff as to the reading needs of their students.
- Ensure that resources are catalogued, organized and maintained in line with internationally accepted standard library practice.
- Stay aware of developing trends and facilities for storage and access to eResources.

Knowledge required:

- Library management and systems.
- New Zealand Curriculum.
- School library collection development and learning resources.
- Young Adult literature, especially New Zealand writers.
- Information and digital literacy skills and their links with the library.

Skills Required:

- A high level of computer operator literacy in the programmes being run by the library.
- Financial management.
- Staff management.
- An ability to relate positively to a wide range of people.
- Excellent planning and organisational skills.
- Honesty and integrity.
- Ability to prioritise tasks and manage time effectively.
- Loyalty to the school and the people in it.
- Ability to maintain a high level of confidentiality.

- Willingness to be involved in the life of the school.

Personal:

- Ability to interact positively with staff and students.
- A willingness to keep up-to-date with information technology and library trends.
- A love of literature
- Ability to promote library to staff and students.
- Ability to facilitate change.
- Each year undertake appraisal as required by the school.
- Each year set personal goals and undertake professional development as identified by the school and yourself.

Review Cycle: Annual.