



Role Description

The role of the Library Aide is to provide clerical and technical support in the operation of the College Library.

Reports to:

The role holder is responsible to, and reports on, all aspects of the role through the Teacher Librarian/Business Manager to the Principal. Relationships of significance exist with teachers, specialists, specialist staff and volunteers.

Typical Duties/Skills

Typical duties performed include, but not limited to:

- Search and verify bibliographical data where some discretion and judgement are involved.
- Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.
- Maintain circulation systems where some discretion and judgement are involved.
- Assist students and teachers to use the library catalogue and locate relevant materials e.g. password access to on-line data bases
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved.

Clerical and technical support for the acquisition, organisation, circulation and maintenance of curriculum resources is provided

- Manage cataloguing and recordings of audio-visual broadcasts through the Clickview system
- Issue new locks to students and maintain register of student locker placement and allocation to students.
- Process resource orders e.g. check invoices against deliveries and pass on for payment
- Cover and repair resources
- Order stationery supplies
- Operate the circulation system
- Process reservation requests
- Facilitate bookings for Library spaces and equipment
- Facilitate borrowing and use of AV equipment and other resources including setting-up equipment when Library facilities e.g. data projector
- Distribute mail and materials among teachers and Admin; collect supplies from Admin
- Assist with stocktaking
- Withdraw and decommission resources under direction of the Teacher Librarian
- Assist Teacher Librarian to maintain computer software catalogue and organise storage of computer software
- Undertake clerical duties (e.g. typing, photocopying, sending e-mail messages, laminating)
- Monitor photocopying and printing services (e.g., fix paper jams, top-up student PaperCut print accounts, change toner)

- Process and issue student and staff ID cards
- Assist parent and other volunteers under direction of Teacher Librarian
- Prepare audio-visual/broadcast recordings using ClickView
- Allocate lockers and locks for new students and maintain database records of all student locker/lock allocations.
- Collect, identify, classify and archive photographs, digital images etc
- Other duties as requested.

Ensure physical environment of the formal and recreational areas of the resource centre is maintained

- Tidy all areas of library regularly
- Shelve resources on the re-shelving trolley
- Organise and prepare displays of student work and resources.

Relevant training programs and network meetings are attended

- In consultation with the Teacher Librarian, attend relevant training days and meetings appropriate to the role.

Personal Skills and Attributes

- Support the mission and ethos of the College
- Flexible – can cope with unexpected changes to routine to meet sudden deadlines
- Good communication and interpersonal skills-able to relate harmoniously to others in the work environment

Qualifications

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Appointment and Remuneration

The appointment is a continuing part time, term time position for 30 hours per week.

Remuneration is as per the Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools Queensland 2015-2019 – School Officer Level 3

Characteristics

The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under limited supervision and work may be checked in relation to overall progress. Work may take the form of broad guidance and may involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.