



JOB DESCRIPTION

Job Title:	Library Technician (Expression of Interest)
Job Type:	Part-time (0.4 FTE or 2 days a week)
Salary Classification:	NT Christian Schools AO1,1 – AO2,5 scale
2017 Annual Salary Range (full-time):	\$42,661 - \$51,053 (10 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Palmerston Christian School
Responsible to:	Principal
Date Advertised:	September 2017

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Teacher Aides report to the Learning Support Coordinator and also work in the classroom context under the supervision of the classroom teacher.

Primary role

The primary role of the Library Technician is to be the first line of contact in the library. They deal with student and staff inquiries, manage library collections and circulation tasks and maintain borrower records in the Library Management System. This person has responsibility for library acquisitions. The person in this role reports the Principal.

Specific Responsibilities

- Manage Circulation – borrowing, returns, following up overdue items (includes iPads)

- Manage library collections including Teacher Resources, Home Readers, Book Hire, Class sets
- Assist students and teachers to use the catalogue and/or locate books and resource materials
- Explain the function and use of library and library equipment to students
- Under direction, assist teaching staff to take story groups
- Purchase new library resources
- Shelve resources
- Prepare library displays
- Catalogue new resources (including iPads)
- End process new resources – drilling, stitching, covering books
- Maintain borrower records
- Assist with Book week activities
- Update school details, order books using rewards
- Maintain tidy appearance of library - dust shelves etc
- Assist with organising end of year book awards
- Carry out any other duties as may be required from time to time.

Selection Criteria

Essential

- Capacity to be a constructive member of a cohesive team
- Effective communication skills with people of all ages
- Ability to reflect the Christian faith underpinning the school
- Strong keyboard skills and thorough computer literacy
- Sound working knowledge of Microsoft Word, Excel and Outlook
- Working with Children Clearance (ochre card)
- Recent police clearance (within the last 12 months)

Desirable

- Relevant experience in a similar work environment and/or relevant qualifications