



## Library Technician

Title	Library Technician
Classification	Education Support Category B Level 3
Time allowance	NA
Value range	\$59,550 to \$74,169
Employment status	Ongoing
Length of appointment	

The Library Technician is appointed by the Principal and is accountable to the Principal through the Learning and Resource Leader in the administration of the College.

A Marist School is a centre of learning, of life and of evangelizing.

The Library Technician is responsible for implementing the College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. They are expected to support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning. The Library Technician is part of a team of Teacher Librarians and Library Technicians and specialises in providing a broad range of digital, print, electronic and audio-visual resources to support effective learning and teaching in support of student and staff growth and development.

The Library Technician is expected to support the vision and goals of the College as a learning community and to be involved in professional development and ongoing learning.

### Key responsibilities:

- To work closely with the Learning and Resource Leader to improve the quality of staff and student learning.
- To work in a collaborative and mutually supportive manner with other members of the Resource Centre staff and College community.
- To take an active role in developing contemporary practices and environments within the Resource Centre.
- To work proactively within the Resource Centre to assist students and other staff to achieve personal excellence.
- To support teaching and learning support staff, as appropriate, in the conduct of their teaching duties.
- To regularly and actively participate in professional learning as directed by the Learning and Resource Leader, especially in areas related to the promotion of quality learning and in library-related areas and to engage in Resource Centre team-based professional learning activities.
- To assist with the organisation of resources within the department.
- To support all community members to access all Resource Centre services.
- To attend departmental meetings and staff meetings as required.

### Students:

- To be supportive of the individual needs of all students with regard to their use of the Resource Centre's facilities and services

### Staff:

- As a member of the Resource Centre Team, assist with the development of policy, processes and programs that will enhance the quality of teaching and learning across the College curriculum.
- To actively participate in developing and supporting a culture of innovation and improvement within the Resource Centre.

### Resource Centre-Specific duties:

- Support the Learning and Resource Leader in the provision of library and information services to the College community.
  - Work with the Learning and Resource Leader to evaluate and acquire resources using appropriate systems.
  - To work with and actively participate in the use of a range of digital technologies in everyday library practices to support both the Resource Centre and other areas of the College.
  - Maintain the effective running of the Library Management System including student data import and input, generating and printing reports, maintaining overdue and reminder notices, data maintenance.
  - Catalogue, process and maintain records of resources for College use according to current accepted cataloguing standards. Resources include print and digital fiction and non-fiction and items specific to the other Learning Areas
  - Support staff from other Learning Areas to maintain their resources catalogues.
  - Provide access to information for staff and students through the documentation and distribution of physical and/or digital resources relevant to their needs.
  - To assist with the maintenance and resourcing of the Resource Centre website.
  - To effectively curate and promote resources in Clickview to staff and students.
  - Process, cover and distribute resources as appropriate.
  - Assist with shelving duties and in stocktaking procedures.

- o To create displays as appropriate.
- To undertake supervision in the Resource Centre, as allocated in the Resource Centre duty roster.
  - o Assist students and teachers with locating information.
  - o Assist students and teachers with the use of equipment located in the Resource Centre
  - o Be active in maintaining an effective learning environment for all staff and students
- Actively participate in developing contemporary Resource Centre workplace practices that support innovation and improvement in the Resource Centre that will contribute to improved teaching practices and better learning outcomes for all students at Marcellin College.
- Be aware of the Victorian Curriculum, VCE and VCAL requirements and demonstrate a willingness to keep abreast of curriculum changes and developments.
- To actively participate in professional learning opportunities as directed by the Learning and Resource Leader and engage in professional learning teams to build the capacity of the Resource Centre staff.
- Undertake other duties as directed by the Learning and Resource Leader.
- To support the Learning and Resource Leader with the development and provision of relevant and inspiring displays to promote events and services using a variety of tools and techniques. This may include material to be distributed on the school's video displays.

### Organisational Relationships

---

#### *Internal*

- Director of Professional Learning & Partnerships
- Learning & Resource Leader
- Learning Leaders
- Teachers
- College Archivist & Curator

#### *External*

- Marist Schools Australia
- Catholic Education Melbourne
- Professional Associations and Networks

### Child Safety

---

Marcellin College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Marcellin College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

**The duties outlined above may be subject to variation from time-to-time by the Principal (or their nominee).**

### Selection Criteria

---

Applicants should be able to demonstrate:

#### Essential

- A commitment to the Catholic ethos and Marist Spirituality
- A commitment to Child Safety and experience in creating a child safe culture
- Highly developed interpersonal skills and the ability to relate to and engage with people at all levels of an organisation through collaboration and clear communication
- An understanding of the learning needs within the context of a modern and comprehensive boys Catholic secondary College
- Excellent management, administrative and interpersonal, skills in working with teachers and students
- Proven success as a Library Technician in a secondary school setting

#### Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Relevant post graduate qualifications
- Excellent ability to deal with all members of the College community
- An ongoing commitment to professional development and a capacity to adapt to new technologies.

---

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.