

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government General Agreement 2011 or as replaced	<b>Effective Date of Document</b> 3 November 2011
<b>Group:</b> Schools  <b>Directorate:</b>  <b>Branch:</b>  <b>Section:</b> Ocean Reef Senior High School	<ul style="list-style-type: none"> <li>• Permanent item Yes</li> <li>• Temporary item</li> </ul>	

<b>THIS POSITION</b>			
<b>Title:</b>	School Librarian		
<b>Classification:</b>	SC 1		
<b>Position No:</b>	00032199		
<b>Role Statement:</b> The School Librarian is responsible for the provision of a library and information service for the school library and the delivery of library services for all client groups. This includes the development, implementation and monitoring of library policies and processes, the delivery of user education programs and the supervision of library support staff.			
<b>Positions under <u>direct</u> responsibility</b>			
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTE's Controlled:</b>
Library Officer	L2	0004072	1.90

<b>REPORTING RELATIONSHIPS</b>		
TITLE:	Principal	
LEVEL	ADMIN 6	
POSITION NUMBER	00004066	
TITLE:	Head Of Department-English	
LEVEL	ADMIN 3	
POSITION NUMBER	00004058	
This position and the positions of:		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>

DEPARTMENT OF EDUCATION Registered Copy
Signed: JB Dated: 9/11/11

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
School Librarian	SC 1	00032199	3 November 2011

## CONTEXT AND SCOPE

The Department of Education is Western Australia's largest employer with approximately 37,000 staff in nearly 900 worksites across the state. The Department's annual operating capital budget is over \$5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

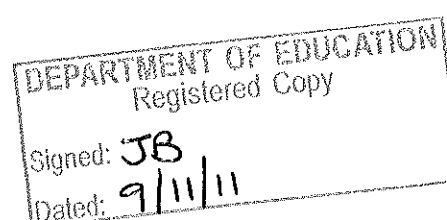
The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

Ocean Reef Senior High School is a thriving Independent Public School catering for approximately 1200 students. We strive to develop the whole person – the intellectual, emotional, physical, cultural and spiritual self – ready for today's world and the future. Students are encouraged to be intellectually active and self directed within a vibrant educational community. Each student is provided with a wealth of opportunities to discover their talents, attain their potential and receive an education for life. A high percentage of enrolled students are from out of area. Their parents are attracted to the well ordered school that aims for academic rigour for all students. The community actively supports the culture of wearing school uniform with pride and for a high standard of student behaviour.



<b>TITLE</b> School Librarian	<b>CLASSIFICATION</b> SC 1	<b>POSITION NO</b> 00032199	<b>EFFECTIVE DATE</b> 3 November 2011
----------------------------------	-------------------------------	--------------------------------	--

## ROLE

The School Librarian is responsible for the provision of a library and information service for the school library and the delivery of library services for all client groups. This includes the development, implementation and monitoring of library policies and processes, the delivery of user education programs and the supervision of library support staff.

The School Librarian is responsible for:

### Information Services

- organising reference services and undertaking complex research enquiries
- instructing and assisting users in the use of resources and the development and conducting of user education and orientation programs
- compiling bibliographies and carrying out literature searches as required
- indexing and abstracting library materials
- providing online support services. (e.g. booking systems)
- managing the Amlib system
- managing the library budget
- conducting stock takes as required.

### Administration

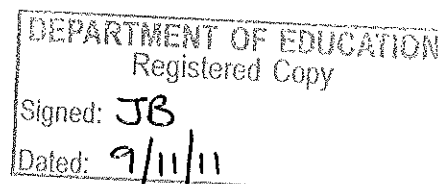
- development of library policies and procedures
- supervising day to day activities of the library and the library support staff
- coordinating staff development programs and supervising on-the-job training
- development of computer applications
- accepting duty of care for groups of students within the library.

### Technical Services

- collection, development and selection of resources
- developing and maintaining the Click View resources and Student Library Cards
- ensuring compliance with the Copyright Act
- developing cataloguing policies and procedures and managing processing of all resources
- managing the planning and implementation of publicity and promotion activities.

## OUTCOMES

1. Clients develop information literacy skills for lifelong learning and an appreciation of literature.
2. Human, financial and physical resources are efficiently and effectively managed to deliver a library and information service that meets the needs of the school and all stakeholders.
3. The school and library is effectively promoted.
4. Policy, guidelines and procedures in relation to the provision of services are developed and implemented to the satisfaction of the community serviced.
5. Records, resources, equipment and systems are effectively managed and maintained in the relevant area.



<b>TITLE</b> School Librarian	<b>CLASSIFICATION</b> SC 1	<b>POSITION NO</b> 00032199	<b>EFFECTIVE DATE</b> 3 November 2011
----------------------------------	-------------------------------	--------------------------------	--

## SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

Applicants will be required to possess a relevant tertiary qualification and eligibility for professional membership to the Australian Library and Information Association.

1. Demonstrated sound supervisory skills including the ability to work in and foster a team environment.
2. Demonstrated ability to identify, select and evaluate resources to support different learning styles.
3. Demonstrated understanding of the use of curriculum resources in the teaching and learning process.
4. Demonstrated ability in providing integrated information literacy and other user education programs in an educational environment.
5. Demonstrated ability to contribute to the professional development of others.
6. Demonstrated sound oral and interpersonal skills with an ability to apply these skills to all levels, and focus on customer service.
7. Demonstrated ability to search on-line databases, CD-ROMs and the Internet and to use computers for information organisation.
8. Demonstrated sound planning and organisational skills including well developed prioritisation skills.

## COMMENTS

Eligibility for employment is subject to obtaining or holding a current:

- Department of Education Criminal Record Clearance
- Working with Children Check

## CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**DIRECTOR-GENERAL**

**SIGNATURE**

*L. Poshu*

**DATE**

7. 11. 11

DEPARTMENT OF EDUCATION Registered Copy	
Signed:	JB
Dated:	9/11/11