



Position Description

Library Technician

Position Title	Library Technician
Reports To	Resource Centre Coordinator
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the school. A good example for Christian living is to be given to students and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, Heads of School, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The Library Technician is highly-organised with excellent interpersonal skills. Their primary duties include helping students and staff with resource requests, managing Library bookings on SIMON, circulation of resources, including managing the overdue items process, processing of new resources, shelving and maintenance of the library collection, and maintaining the Library space including creating displays to reflect learning and current events.</p> <p>The incumbent assists with creating a Library and learning environment that is vibrant, stimulating, inclusive and welcoming and which supports reading for pleasure, inquiry, and life-long learning.</p> <p>The Library Technician will help develop digital information resources and be prepared to share their knowledge with students and teachers. They will assist in the provision of information services at both the Armstong Creek and St. John's, Newtown campuses of GLC.</p> <p>This position assumes a significant level of autonomy and responsibility, as well as the ability to participate in collaborative working relationships</p>
Duties and Responsibilities	<p>Learning and Support</p> <ul style="list-style-type: none"> • Work collaboratively and cohesively with Resource Centre Coordinator (GLC Armstong Creek) • Remain abreast of developments in digital information technologies and support staff and students as required • Help students become confident and capable users of a range of resources and technologies through the library service • Be inclusive of the diverse needs of learners and provide relevant and meaningful opportunities for all students • Assist with managing and developing resources both in print and electronic formats

	<p>Literature Promotion</p> <ul style="list-style-type: none"> • Maintain a positive, caring, and organised learning environment • Nurture a love of reading and literature in all students • Recommend suitable reading material to inspire, engage and guide readers • Promote literature and authors reflecting a variety of cultures and themes • Encourage and develop student connections to a range of texts, in both printed and electronic form <p>Organisation and Administration</p> <ul style="list-style-type: none"> • Work with the Resource Centre Coordinator to plan and implement effective collection development • Assist with the organisation and implementation of efficient procedures for the delivery of services and resources to students and staff • Create dynamic visual displays in the library and help organise special events which connect to school/class activities and support learning • Attend relevant meetings and functions • Adhere to all school Policies and Procedures • Effectively use, manage and promote software/digital platforms for the Library; including Oliver, Clickview and LibGuides • Assist with regular auditing of the Library collections <p>Professional Learning</p> <ul style="list-style-type: none"> • Attend staff professional learning activities as required • Demonstrate a commitment to ongoing professional learning • Participate in the school's program of professional review. <p>Communication</p> <ul style="list-style-type: none"> • Establish and maintain effective communication with colleagues • Provide support, assistance and information for the community to better develop understanding and appreciation of the library resources and services
Selection Criteria	<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Love of reading across a breadth of genres • Demonstrated commitment to elearning and utilising ICT innovatively • High level of organisational ability: able to be flexible, prioritise, and manage multiple demands in a fast-paced environment • Excellent interpersonal skills which enable positive relationships to be built with managers, peers, staff, parents, and students • Proven commitment to providing excellent customer service • Team oriented: able to develop and maintain a collaborative approach • Well-developed written, aural, and oral communication skills • Willing to actively support the Christian ethos of the school and to respect the rights, dignity and value of all members of the school community • <p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of the latest developments in school librarianship • Competency in using relevant Information Technologies • Experience of working in a similar role in another school would be highly desirable <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Formal and relevant qualifications would be highly regarded, or experience working in a school Library • Familiarity with the IB PYP Program would be an advantage • Current Working with Children's Check • Current Police Check • First Aid Level 1

Classification	Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 Hours: Two days per week term time only Additional days/hours: As predetermined to support special events Location (Base): Geelong Lutheran College Armstrong Creek
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STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer