



<b>Position Title</b>	Library Technician
<b>Reports To</b>	Teacher Librarian
<b>College Objective</b>	<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 Board 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>
<b>Position Overview</b>	<p>The Library Technician supports the creation of vibrant, inclusive, and welcoming library environments that encourage reading, inquiry, and life-long learning. The role requires strong organisation, initiative, and collaboration, with responsibility for managing physical and digital resources at both campuses. Some student supervision may be required, and duties may change in response to College needs.</p>
<b>Duties and Responsibilities</b>	<p><b>Learning and Library Support</b></p> <ul style="list-style-type: none"> <li>• Assist students and staff with accessing library resources and technologies</li> <li>• Support diverse learner needs through inclusive practices</li> <li>• Maintain print and digital collections aligned with curriculum requirements</li> <li>• Support use of digital platforms including LearnPath</li> </ul> <p><b>Literature Promotion</b></p> <ul style="list-style-type: none"> <li>• Create a welcoming, organised library environment</li> <li>• Promote reading for pleasure across a range of genres and formats</li> <li>• Recommend engaging and age-appropriate literature</li> <li>• Promote diverse authors, cultures, and themes</li> <li>• Create physical and digital displays linked to learning and current events</li> </ul> <p><b>Organisation and Administration</b></p> <ul style="list-style-type: none"> <li>• Manage circulation, bookings, overdues, shelving, and end-processing</li> <li>• Maintain library spaces to a high standard</li> <li>• Assist with collection development and auditing</li> <li>• Support administration of library systems including Oliver, ClickView, and LearnPath</li> <li>• Support library events and attend relevant meetings</li> </ul> <p><b>Professional Practice and Communication</b></p> <ul style="list-style-type: none"> <li>• Participate in professional learning and performance review processes</li> <li>• Maintain current knowledge of school library trends and technologies</li> <li>• Communicate effectively with staff, students, and families</li> <li>• Provide guidance on library services and resources</li> </ul>

<b>Selection Criteria</b>	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Strong interest in children’s and young adult literature</li> <li>• Highly organised, flexible, and able to manage competing demands</li> <li>• Excellent interpersonal and communication skills</li> <li>• Collaborative and service-focused approach</li> <li>• Commitment to inclusive practices and Christian values</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of current trends in school libraries</li> <li>• Competence in relevant information and digital technologies</li> <li>• Experience in a school library setting (desirable)</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant library qualification or experience (highly regarded)</li> <li>• Familiarity with the IB PYP (advantage)</li> <li>• Current Working with Children Check</li> <li>• Current Police Check</li> <li>• First Aid Level 1</li> </ul>
<b>Classification</b>	<p><b>Salary:</b> Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023  <b>Hours:</b> Part-time (3 days per week)  <b>Additional days/hours:</b> As predetermined to support special events  <b>Location (Base):</b> Geelong Lutheran College Armstrong Creek &amp; St John’s Newtown</p>

**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