



Library Assistant - Job Description

Position Description

To undertake the day-to-day operations of the school library.

- Job Title:** Library Assistant
- Responsible to:** Library Manager/Teacher with Library Responsibility
- Employed under:** Support Staff in Schools' Collective Agreement
- Functional Relationships:** All staff and students

Key Areas	Performance Indicators
Library and Information Centre operation	Support inquiry learning and the development of information literacy. Ensure library users receive support in the researching phase of the inquiry process. Create appropriate displays to support inquiry learning and highlight online and print resources. Help students gain confidence and skills in using online and print information resources relevant to their inquiry. Assist with circulation procedures; ensuring items are available for issue. Ensure the library workflows operate effectively. Ensure the library procedures and processes are documented. Assist with stocktaking. Processing and preparation of resources for use. Maintain resources to ensure resources can be used for their life span.
Relationships and connections	Form, develop and maintain positive and productive relationships with students. Form, develop and maintain professional, positive and productive relationships with staff.
Professional involvement	Model the ideals and behaviours that exemplify the vision and principles of the school.

Name: _____

Signature: _____

Date: _____