

JOB DESCRIPTION EXAMPLE – School Library Assistant

Introductory note: There are many different formats for Job Descriptions, and so we suggest you align your school’s documentation for school library positions to whatever format your school uses.

The Performance Measures described in the Job Description provide a very useful link to the objectives you set during the Performance Appraisal and development process.

Check how the various delegations are allocated in your school, so that the responsibilities outlined in the Job Descriptions for your school library positions are accurate. The responsibilities listed here are examples only, and are not intended to be comprehensive.

Position Title:	School Library Assistant
Position statement:	To undertake the day-to day operations of the school library
Responsible to:	The Teacher Librarian (TL) or Teacher with Library Responsibility (TLR) or School Library Manager
Functional relationships:	The Library Team, staff, students, volunteers
Hours of work:	x hours per week for x weeks per year

Responsibilities: Example statements

1. Inquiry Learning

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Support inquiry learning and the development of information literacy 	<ul style="list-style-type: none"> Library users receive coaching and support throughout the inquiry process Students gain confidence and skill in using online and print information resources relevant to their inquiry 	<ul style="list-style-type: none"> Library Assistant can respond confidently and appropriately to requests for assistance from students throughout inquiry learning process Feedback from users indicates satisfaction with assistance received

2. Library Management

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Establish and monitor day-to-day systems and workflows in consultation with TLR / other Library Team members 	<ul style="list-style-type: none"> Library administration and workflows operate effectively 	<ul style="list-style-type: none"> Allocated tasks are completed within agreed timeframes
<ul style="list-style-type: none"> Contribute to the documentation of library procedures 	<ul style="list-style-type: none"> All library procedures and processes are documented 	<ul style="list-style-type: none"> The Library Handbook is relevant and up-to-date

3. Resources

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Assist with the development of the collection, to support reading programmes and Inquiry learning 	<ul style="list-style-type: none"> The library has a balanced and relevant collection that meets users' needs 	<ul style="list-style-type: none"> Recommend print and online resources for purchase / access
<ul style="list-style-type: none"> Processing and preparation of resources for use 	<ul style="list-style-type: none"> Resources are speedily available for use 	<ul style="list-style-type: none"> Processing is carried out according to procedures and standards in the Library Handbook

4. Library ICT

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Responsible for circulation of library resources Bookmarking and promoting relevant websites and other online resources to students and teachers 	<ul style="list-style-type: none"> Circulation processes operate smoothly Appropriate online resources are used by students and teachers 	<ul style="list-style-type: none"> Circulation processes and borrower records are up-to-date Overdue notices are generated according to agreed process Reserve system operates efficiently Library Assistant is

		consulted by students and staff when relevant online information sources are sought
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5. Liaison and Reporting

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Liaise with external agencies and support groups e.g. National Library of New Zealand, network groups, SLANZA 	<ul style="list-style-type: none"> Relationships are developed and maintained with relevant external agencies Clear understanding of the services and professional support provided by various external agencies 	<ul style="list-style-type: none"> Regular contact is made with network groups, including online networks through the School Library Horizons website Ongoing involvement with software user group

Person Profile:

Skills, knowledge and experience:

- Knowledge of school library management and systems
- Skills and experience in using ICT
- Accuracy, neatness and a methodical approach to clerical work
- Excellent communication skills
- Ability to promote the library to staff and students

Personal qualities:

- Ability to interact positively with staff and students and understand their information needs
- Love of literature
- Willingness to use / train in new technologies
- Ability to work with a minimum of supervision
- Ability to work as part of a team
- Ability to cope with change

Signed:

Library Assistant: _____ Date: _____

Principal: _____ Date: _____