

## JOB DESCRIPTIONS – TEMPLATE

**Position Title:**

**Position statement:**

**Responsible to:**

**Responsible for:**

**Functional relationships:**

**Release time:**

### **Responsibilities:**

Please note that these generic areas of responsibility are examples only. You will need to customise these to the needs of your school, and may come up with some additional areas of responsibility, or different labels for each area.

#### **1. Inquiry Learning**

<b>Key Responsibilities</b>	<b>Desired Outcomes</b>	<b>Performance Measures</b>

#### **2. Library Management**

<b>Key Responsibilities</b>	<b>Desired Outcomes</b>	<b>Performance Measures</b>

#### **3. Resources**

<b>Key Responsibilities</b>	<b>Desired Outcomes</b>	<b>Performance Measures</b>

#### 4. Library ICT

Key Responsibilities	Desired Outcomes	Performance Measures

#### 5. Liaison and Reporting

Key Responsibilities	Desired Outcomes	Performance Measures

**Person Profile:**

**Qualifications:**

**Skills, knowledge and experience:**

**Personal qualities:**

**Signed:**

**[Staff member]** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_