

JOB DESCRIPTION EXAMPLE – Library Manager

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.

For schools who elect not to have a Teacher with Library Responsibility (TLR), check the responsibilities in the TLR Job Description to ensure that key liaison and collaboration with teaching staff is included within the Library Manager’s role.

Position Title:	Library Manager
Position statement:	Responsible for the day-to-day management and operation of the school library
Responsible to:	The Principal
Responsible for:	School Librarian / Library Assistant, Student librarians, volunteers
Functional relationships:	Library and teaching staff, students, external agencies
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"> Promote the role of the library, and the range of resources students can access through the library, to support inquiry and develop information literacy across all year levels and all curriculum areas 	<ul style="list-style-type: none"> All teachers and students receive appropriate coaching and assistance to access and use print and online resources to support inquiry learning Library users gain in skills and confidence using 	<ul style="list-style-type: none"> Staff and students are able to access appropriate information and resources The school library is regarded by teachers and students as a key source of information to support

<ul style="list-style-type: none"> Collaborate with staff to plan inquiry units and identify appropriate resourcing and scaffolding to support students' research 	<p>online and print resources relevant to their inquiry</p>	<p>inquiry</p>
<ul style="list-style-type: none"> Plan and implement the library orientation programme 	<ul style="list-style-type: none"> Staff and students are confident library users 	<ul style="list-style-type: none"> Informal feedback from users indicates satisfaction with assistance received All new staff and students participate in library orientation

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 library 	<ul style="list-style-type: none"> Library operates effectively 	<ul style="list-style-type: none"> Allocated tasks are completed within agreed timeframes
<ul style="list-style-type: none"> Document library procedures 	<ul style="list-style-type: none"> All library processes and procedures are documented 	<ul style="list-style-type: none"> The Library Handbook is relevant and up-to-date
<ul style="list-style-type: none"> Manage Library Team, student librarians and volunteers 	<ul style="list-style-type: none"> Library operates effectively 	<ul style="list-style-type: none"> Allocated tasks are completed
<ul style="list-style-type: none"> Manage and monitor the library budget in accordance with school practice 	<ul style="list-style-type: none"> Library expenditure is controlled according to school standards 	<ul style="list-style-type: none"> Annual financial reports, in relation to the budget, are submitted to school management

3. Resources

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Provision of high quality resources, including e-resources, that meet the reading and information needs of the school 	<ul style="list-style-type: none"> Library has a balanced, up-to-date collection of print and online resources that meet users' needs 	<ul style="list-style-type: none"> Borrowing records on the library system show appropriate material issued to students and staff

community	<ul style="list-style-type: none"> Library users have access to e-resources that are relevant to their needs 	<ul style="list-style-type: none"> Library computers are used to access online information Students and teachers find and use appropriate e-resources
<ul style="list-style-type: none"> Encourage library usage 	<ul style="list-style-type: none"> Users are able to find resources that meet their information and leisure needs Library promotional events and activities result in increased library usage and awareness of services available Library is staffed during 'out of class' times to allow maximum availability 	<ul style="list-style-type: none"> Users' recommendations are included in buying plans Library is open before/after school and during breaks Anecdotal and statistical evidence of increased usage resulting from promotional events and activities

4. Library ICT

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Maintain the library management system 	<ul style="list-style-type: none"> Library management system provides easy access to information Library management system is updated to latest version 	<ul style="list-style-type: none"> Users locate information to meet their needs Library Manager is familiar with latest features of library management system, and is able to share these with others
<ul style="list-style-type: none"> Contribute content to the Library pages on the school intranet 	<ul style="list-style-type: none"> Library pages on school intranet highlight library resources and services 	<ul style="list-style-type: none"> Anecdotal and statistical evidence of intranet use by students and staff
<ul style="list-style-type: none"> Maintain close liaison with school ICT team so that library ICT facilities are able to cater for 	<ul style="list-style-type: none"> Library ICT facilities are adequate to support the research needs of students 	<ul style="list-style-type: none"> Library ICT is upgraded as part of the school's ICT planning

increasing online research needs of students	<ul style="list-style-type: none"> Library ICT experiences minimal down-time, and technical support is provided in a timely manner 	<ul style="list-style-type: none"> Liaison with technical support ensures minimal disruption to library services
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5. Liaison and Reporting

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"> Prepare and present regular reports that focus on the library's support for teaching and learning, highlighting significant developments and identifying future needs 	<ul style="list-style-type: none"> School management have up-to-date information about the library's performance Reporting draws on a sound evidence base, including analysed reading data, and library system data. 	<ul style="list-style-type: none"> Reports are presented to school management An Annual Report is presented to the Board of Trustees
<ul style="list-style-type: none"> Liaise and collaborate with teaching staff and literacy specialists 	<ul style="list-style-type: none"> Library is seen and used as a key resource to support reading and research 	<ul style="list-style-type: none"> Regularly promote library resources and services Evidence of positive results for promotional activities
<ul style="list-style-type: none"> Liaise with external agencies and support groups e.g. National Library of New Zealand, SLANZA, school library networks 	<ul style="list-style-type: none"> Relationships are developed and maintained so that sources of professional development and support are used effectively Library users are aware of the range of services and resources that are available 	<ul style="list-style-type: none"> Regular contact is made with network groups, including online networks accessed through the School Library Horizons website [hyperlink] Regularly promote services from other agencies to school staff

Person Profile:

Qualifications:

- Professional library qualification

Skills, knowledge and experience:

- Knowledge of the New Zealand Curriculum and of teaching and learning programmes in the school
- Experience in supporting Inquiry Learning and Literacy through the school library
- Knowledge of learning resources – print and electronic
- Knowledge and experience of library management and systems
- Experience of collaboration with ICT and teaching staff
- Excellent oral and written communication skills
- Financial management experience

Personal qualities:

- Ability to interact positively with students and staff
- Ability to facilitate change
- Love of literature
- Willingness to keep up-to-date with information technology and library trends

Signed:

Library Manager: _____ **Date:** _____

Principal: _____ **Date:** _____