

## SCHOOL LIBRARY MANAGER: Job Description

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.

This example gives you one model for library job descriptions. By selecting appropriate areas of responsibility and reporting lines, this format can be adapted and used for other school library positions.

Please note that this model does not include outcomes and measures which would be useful in the performance appraisal and planning 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.

Schools who elect not to have a Teacher with Library Responsibility (TLR) will need to ensure that key liaison and collaboration with teaching staff is included within the School Library Manager's role.

Position Title	School Library Manager
Responsible to	The Principal
Functional Relationships	Library and teaching staff, students, adult volunteer helpers, external agencies
Hours of Work	x hours per week for x weeks per year
Position statement	<ul style="list-style-type: none"> <li>• To provide the expertise of a professional librarian</li> <li>• To use this expertise to provide an overarching view of the many areas in which the school library can support student learning and achievement</li> <li>• To contribute to the management and administration of all aspects of the school library</li> </ul>
Educational qualifications	<ul style="list-style-type: none"> <li>• Professional Library qualification</li> <li>• For information about professional registration, refer to following site for current list: <a href="http://www.lianza.org.nz/employers_guide.html">http://www.lianza.org.nz/employers_guide.html</a></li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Library management and systems</li> <li>• New Zealand Curriculum</li> <li>• School library collection development and learning resources</li> <li>• Children's and/or Young Adult literature, esp. New Zealand writers</li> <li>• Information literacy, information skills and their links with the library</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Staff management</li> <li>• Planning and organization</li> <li>• Financial management</li> <li>• Excellent oral and written communication skills</li> <li>• Collaboration with ICT and teaching staff</li> <li>• Effective online search skills and use of online tools including Web 2.0</li> <li>• Time and stress management</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Able to interact positively with students and staff</li> <li>• Willingness to keep up-to-date with information technology and library trends</li> <li>• Love of literature</li> </ul>

- Ability to promote library to staff and students
- Ability to facilitate change

## Responsibilities and Tasks

Library management	<ul style="list-style-type: none"> <li>• Develop and review a Library Development Plan, in collaboration with senior school staff.</li> <li>• Develop and maintain a current Library Management Guiding Statement and Collection Development Guiding Statement</li> <li>• Prepare and present a monthly/term/annual report/s in line with school policy.</li> <li>• Prepare annual budgets for library resources and capital expenditure, ensuring that procedures are carried out in accordance with school practice.</li> <li>• Ensure library expenditure is appropriately managed.</li> <li>• Promote the library services and resources to all staff and students</li> <li>• Develop a training plan that ensures that all members of the school library team are appropriately trained and have access to ongoing professional development.</li> <li>• Maintain an up-to-date School Library Handbook</li> <li>• Stay aware of up-to-date layout and design trends that will help to provide the school community with a welcoming and positive learning facility.</li> <li>• Lead the library team, ensuring their appropriate training, and regular performance appraisal.</li> </ul>
ICT / Technology	<ul style="list-style-type: none"> <li>• Manage the Integrated Library System effectively.</li> <li>• Take responsibility for the school library presence on the school website, and for managing library content on the Intranet, wiki or website.</li> <li>• Represent the library on technology/resource committees.</li> <li>• Stay aware of developing trends and facilities for storage and access to e-resources in the current environment</li> <li>• Maintain a current Acceptable Use Management Statement.</li> </ul>
Information Literacy	<ul style="list-style-type: none"> <li>• Ensure that the library plays an integral role in supporting inquiry learning, and that students have ease of access to print and online resources.</li> <li>• Collaborate with teachers to develop information literacy across the school through leading / participating in information skills coaching.</li> </ul>
The school library collection	<ul style="list-style-type: none"> <li>• Participate in curriculum planning to ensure appropriate selection and management of all learning resources, both print and online.</li> <li>• Ensure the collection is managed and developed in consultation with staff and students, so that resources are current, relevant to the curriculum, and meet the reading needs and interests of the school community.</li> <li>• Develop a buying plan and strategies that ensure the library delivers appropriate, high quality material – print and online.</li> <li>• Consult with teaching and literacy staff as to the reading needs of their students</li> <li>• Ensure that resources are catalogued, classified, stored and maintained in line with internationally accepted standard library practice.</li> <li>• Coordinate school-wide coordination of training for all staff and students in effective use of resources</li> </ul>
Liaison	<ul style="list-style-type: none"> <li>• Work closely with teaching and literacy staff to ensure that the library is seen and used as a reading and research resource</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend staff meetings and briefings.</li> <li>• Present as a professional and supportive member of the school community.</li> <li>• Liaise with external agencies, including SLANZA, LIANZA, the National Library of New Zealand and other relevant external agencies</li> </ul>
Employment Contract	<ul style="list-style-type: none"> <li>• The appointment of a Librarian or Library Manager will be in line with the terms and conditions of the Support Staff in Schools Collective Employment Contract.</li> <li>• The starting salary will depend on the successful applicant's qualifications and experience. Refer to: <a href="http://www.nzei.org.nz/Support+Staff.html">http://www.nzei.org.nz/Support+Staff.html</a></li> </ul>

Signed

Library Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_