

# Suva Grammar School – Position Descriptions

## School Librarian (Library Manager)

Suva Grammar School is looking for a talented and self-motivated individual to join as a Librarian. Applicant must have a Diploma in Library and Information Studies/Technology/Systems. Applicant must have experience in automated library system and must possess good communication skills and interpersonal skills. Applicant should have knowledge of cataloguing and book classification and should demonstrate the potential to uplift the standards of the library to assist the learners of the 21<sup>st</sup> century.

### Key objective

To develop the library as a centre of learning, promoting and delivering a supportive and effective facility for all members of the school community which will foster a love of reading and enhance life-long learning.

Position title	School library manager
Responsible to	The Principal
Functional Relationships	Library and teaching staff, students, community members, external agencies
Hours of Work	40 x hours per week
Salary Range	\$12000 to \$15000 depending in qualifications, experience appraisal
Position statement	<ul style="list-style-type: none"> <li>• Provide the expertise of a professional librarian</li> <li>• Use this expertise to provide an overarching view of the many ways the school library can support student learning and achievement</li> <li>• 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 preferably a Diploma in Library and Information Studies/Technology/Systems</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Library management and systems – cataloguing and classification</li> <li>• National Curriculum Framework – Fiji</li> <li>• School library collection development and learning resources</li> <li>• Children’s and/or Young Adult literature,</li> <li>• Information and digital literacy skills and their links with the library</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in a similar role will be an advantage</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Very comprehensive personality with ability to work cordially in a team</li> <li>• Planning and organization</li> <li>• Financial management</li> <li>• Excellent oral and written communication skills</li> <li>• Collaboration with IT and teaching staff</li> <li>• Effective online search skills and use of online tools</li> <li>• Time and stress management</li> <li>• Good at working autonomously; thinking critically; and offering quality ideas to improving organization’s ability to providing unique service delivery</li> <li>• Creative organizational skills applied in structuring the sections of the library accordingly.</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Able to interact positively with students and staff</li> <li>• Willingness to keep up-to-date with IT and library trends</li> </ul>

	<ul style="list-style-type: none"> <li>• Love of literature</li> <li>• Ability to promote library to staff and students</li> <li>• Ability to facilitate change</li> </ul>
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Responsibilities and tasks	
Reading engagement	<ul style="list-style-type: none"> <li>• Promote and foster the enjoyment of reading for pleasure, contributing to the development of reading skills.</li> <li>• Develop and contribute to the school wide reading culture through reading programmes, initiatives and events.</li> <li>• Provide leadership and support to teachers on reading engagement and developing life-long readers.</li> <li>• Ensure the collection and provides a wide range of quality reading material, catering for diverse needs and interests.</li> </ul>
Information Literacy or Inquiry Learning	<ul style="list-style-type: none"> <li>• Ensure that the library plays an integral role in supporting inquiry, and that students have easy access to print and eResources.</li> <li>• Collaborate with teachers to develop information literacy across the school through participating in or leading information literacy and digital literacy coaching.</li> <li>• Coordinate school-wide guidance and training for all staff and students in effective use of resources.</li> <li>• Develop a collection that has relevant resources in a variety of formats to support inquiry learning.</li> </ul>
Service or Library Management	<ul style="list-style-type: none"> <li>• Develop, review and maintain the library's guiding documents, in collaboration with senior school staff.</li> <li>• Develop and maintain a current Collection Management Plan</li> <li>• Prepare and present reports in line with school policy.</li> <li>• Prepare annual budgets for library resources and capital expenditure, in accordance with school policy and practice.</li> <li>• Ensure library expenditure is appropriately managed.</li> <li>• Promote the library services and resources to all staff and students</li> <li>• Maintain up-to-date school library procedures documents</li> <li>• Lead the library team, ensuring their appropriate training, and regular performance appraisal.</li> <li>• Represent the library on IT, resource, or curriculum committees.</li> <li>• Attend staff meetings and briefings.</li> <li>• Collaborate with teaching and literacy staff to ensure that the library is seen and used as a reading and research resource.</li> <li>• Be a professional and supportive member of the school community.</li> <li>• Proactively engage in professional development opportunities and performance appraisal.</li> <li>• Liaise with external agencies</li> </ul>
Place or Space (physical and virtual)	<ul style="list-style-type: none"> <li>• Stay up-to-date with library trends that will help to provide the school community with a welcoming and positive learning facility.</li> <li>• Manage the Integrated Library System effectively.</li> <li>• Take responsibility for the school library presence on the school website and learning management system, and any stand-alone library website or social media platforms.</li> </ul>

The Library Collections or Resources

- Participate in curriculum planning to ensure appropriate selection and management of all learning resources, both print and online.
- 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.
- Develop a buying plan and strategies that ensure the library delivers appropriate, high quality material—print and online.
- Consult with teaching and literacy staff as to the reading needs of their students
- Ensure that resources are catalogued, organised and maintained in line with internationally accepted standard library practice.
- Stay aware of developing trends and facilities for storage and access to eResources

**Personal Character**

Must be under the age of 55 with excellent personal character and background. Successful applicant will need to register with FTRA.

Principal: Mr Chandra Segran Pillay

Date: 28/12/2018