

HURUNUI COLLEGE and COMMUNITY LIBRARIAN : Job Description

Position Title	School and Community Librarian
Responsible to	The Principal Hurunui College and Hurunui District Libraries Manager
Functional Relationships	Library and teaching staff, students, Hawarden Library volunteers, external agencies, the community, Hurunui District Council
Hours of Work	33 hours per week (term time) and 12 hours per week during term breaks <ul style="list-style-type: none"> - Hours of work and weeks per year will be discussed with the successful applicant. - Library is closed over the Christmas New Years period.
Position statement	<ul style="list-style-type: none"> ● To provide the expertise of a professional librarian ● To provide a high level of seamless library services to the school and community ● To use this expertise to provide an overarching view of the many areas in which the school library can support student learning and achievement ● To contribute to the management and administration of all aspects of the school library
Educational qualifications	<ul style="list-style-type: none"> ● Professional Library qualification or other relevant supporting qualification
Knowledge	<ul style="list-style-type: none"> ● Library management and systems ● New Zealand Curriculum ● School library collection development and learning resources ● Children's and/or Young Adult literature, esp. New Zealand writers ● Information literacy, information skills and their links with the library ● Public library systems and services
Skills	<ul style="list-style-type: none"> ● Staff management ● Planning and organisation ● Budget management ● Excellent oral and written communication skills

	<ul style="list-style-type: none"> ● Collaboration with ICT and teaching staff ● Effective online search skills and use of online tools including Web 2.0 ● Time and stress management.
Personal qualities	<ul style="list-style-type: none"> ● Able to interact positively with all students, staff and members of the community ● Willingness to keep up-to-date with information technology and library trends ● Love of literature ● Ability to promote library to all members of the school and Hawarden community ● Ability to facilitate change ● Meet the expectations of the Hurunui College Child Protection policy.

Responsibilities and Tasks

School Library management	<ul style="list-style-type: none"> ● Work alongside the teacher responsible for the library to ensure the library work in conjunction with and positively with the school ● Prepare annual budgets for school library resources and capital expenditure, ensuring that procedures are carried out in accordance with school practice. ● Ensure library expenditure is appropriately managed. ● Promote the library services and resources to all staff and students ● Develop a training plan that ensures that all members of the school library team are appropriately trained and have access to ongoing professional development. Including student and volunteer librarians. ● 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.
Community Library management	<ul style="list-style-type: none"> ● Maintain the collection in line with Hurunui District Library guidelines and direction ● Make suggestions to purchase on behalf of the community users and HDL. ● Contribute to the selection of adult fiction titles ● Maintain the magazine collection in line with HDL guidelines and advice ● Ensure the community collection is relevant to the community of borrowers ● Promote the HDL library collection, including online resources, to all community members
Digital Technologies	<ul style="list-style-type: none"> ● Use the Integrated Library System effectively - Work Flows ● Take responsibility for the school library presence on the school website. ● Stay aware of developing trends and facilities for access to online resources.
Information/ Digital Literacy	<ul style="list-style-type: none"> ● Ensure that the library plays an integral role in supporting teaching and learning and student achievement, and that students have ease of access to print and online resources.

	<ul style="list-style-type: none"> ● Collaborate with teachers to develop information literacy across the school through leading / participating in information skills coaching.
The school library collection	<ul style="list-style-type: none"> ● Ensure the school 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 for the school. ● Consult with teaching and staff as to the reading needs of their students. ● Ensure that resources are catalogued, classified, stored and maintained in line with Hurunui District Libraries accepted standard library practice. ● Coordinate school-wide training for all staff and students in effective use of the library and its resources. ● Provide necessary Teaching and Learning Support. ● Actively encourage and foster students' love of reading ● Promote new books through displays, book talk & reading aloud to classes.
Liaison & Communication	<ul style="list-style-type: none"> ● Work closely with teaching and staff to ensure that the library is seen and used as a reading and research resource. ● Present as a professional and supportive member of the school community. ● Liaise with external agencies, including SLANZA, LIANZA, the National Library of New Zealand and other relevant external agencies such as the Area Schools Librarian network. ● Pass on useful and relevant information to the wider Hurunui library team in a timely fashion. ● Actively participate in HDC Library staff meetings and planning days when invited to attend. ● Identify training needs for volunteers and assist to fill those gaps. ● Liaise with Amberley and other Hurunui District Librarians and the Amberley office with information that may be useful to the wider council. ● Be proactive and communicate information and messages in a variety of ways to the community and school. ● Coordinate and attend Hawarden Community Library Committee meetings (one per school term) as Librarian representative (community and school) and provide a report on library operations for the period.
Employment Contract	<ul style="list-style-type: none"> ● The appointment of the Librarian will be in line with the terms and conditions of the Support Staff in Schools Collective Employment Contract. ● The starting salary will depend on the successful applicant's qualifications and experience.

Signed

Librarian: _____ Date: _____

Principal: _____ Date: _____