



LIGHTHOUSE CHRISTIAN COLLEGE

Position Description

Position Title	Librarian
Award	Education Services (Schools) General Staff Award 2020
Classification	Level 4.2
Qualifications and Experience	<ul style="list-style-type: none">• Bachelor's degree in library science, Education, or a related field (preferred).• Certification as a School Librarian (preferred).• Experience working in a school library or similar educational setting.• Strong organizational and cataloging skills.• Excellent communication and interpersonal skills.• Ability to work collaboratively with students, staff, and the community.• Passion for promoting literacy and lifelong learning.
Reports to	Deputy Principal (Primary)
Key Relationships	Students Teachers School Administration Parents & Guardians Community Partners Volunteers
Direct Reports	Nil
Date Created	29 Oct 2024

Our Purpose

Lighthouse Christian College seeks to represent the Lord Jesus Christ to our community. Students, staff and families align with our Christ-centered values. We acknowledge the Holy Spirit's power to transform lives. We were founded by Lighthouse Christian Church to teach, train and disciple Godly Generations to impact their world. Through the Trinity, we discover our purpose in God the Father, our example in God the Son and our power in God the Holy Spirit.

Our Values

Our focus is to develop and promote humility, empowerment, authenticity, respect and tenacity within the college community.

Position Summary

The school librarian manages the school library and supports students, teachers, and staff in their information and literacy needs. This role involves organizing and maintaining the library's collection of books, journals, and digital resources. The librarian collaborates with educators to integrate information literacy and research skills into the curriculum, helping students develop critical thinking and effective research abilities.

Rationale

The role of the Primary Administration Assistant is to ensure that all sub-school leaders are efficiently and effectively supported to ensure the smooth running of day-to-day activities.

The Role

Reporting to the Deputy Principal (Primary), the role of the School Librarian is responsible for managing the school's library resources, supporting students and staff with research and information needs, and fostering a love of reading and learning. This role includes cataloguing and organizing materials, facilitating access to digital and physical collections, and developing programs that promote literacy and educational growth. The Librarian will also organize events such as inviting parents and authors to visit the school to read and share stories and coordinate weekly short movie screenings during lunch to engage students in a fun and educational way.

Review

An annual review of this job description and allocation of specific responsibilities will take place as part of the Performance Management Review.

**Lighthouse Christian College has zero tolerance for child abuse and will
treat seriously all allegations and concerns in this regard**

Key Performance Indicators

- Manage and maintain the library's collection of books, digital resources, and other materials.
- Assist students and staff with research and information retrieval.
- Develop and implement programs to promote literacy and a love of reading.
- Organize and host events, including author visits, parent reading sessions, and weekly movie screenings.
- Collaborate with teachers to support curriculum needs and integrate library resources into classroom activities.
- Maintain an inviting and inclusive library environment.
- Stay current with new library technologies and trends in education.
- Oversee the library budget and manage resources effectively.
- putting together the weekly college newsletter
- Train and supervise library assistants and volunteers.

Child Safety

- Understand and apply the College Child Safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff,
- To maintain good order and discipline among the students, safeguarding their health and safety.

Health and Safety

- Comply with the College's Occupational Health and Safety policy as amended from time to time,
- Always ensure compliance with duty of care and occupational health and safety procedures across the College.

Culture

- Lead by personal example, by maintaining a Christian tone and atmosphere in the College that reflects a loving and caring community in which excellence in all matters is sought,
- Assist in the establishment and maintenance of a God-honoring spiritual and emotional atmosphere and appropriate lines of communication,
- Uphold the Mission, Vision and Values of the College and implement all approved policies,
- Help to develop and maintain an atmosphere of innovation to the Administration team,
- Ensure that student administration is progressed through the appropriate systems.

Involvement in the life of the College

- Being involved in a range of College events as considered appropriate and/or at the direction of the Administration Manager,
- Supporting staff, interacting with parents, and supporting College related activities by parents,
- Building rapport with students.

Attributes

- Well presented,
- Careful attention to detail and a capacity to prioritise, meet deadlines and manage time effectively,
- Understanding and willingness to support the mission and values of the College,
- Ability to build rapport and establish healthy professional working relationships in a diverse range of cultures and denominations,
- Well-developed analytical and problem-solving ability,
- Maintains confidentiality and trust,
- Is approachable, even disposition, and a sense of perspective and balance,
- Receptive to new ideas, innovative practices and adaptable to change.

Pre-requisites

- Current Police Check
- Current Working with Children Check (where VIT registration is not applicable)
- Current Victorian Driver's License
- Practicing Christian, in regular Church attendance

Accountability and Authority

- Execute administration duties within the set parameters framework.

Professional Development

- Maintain and updating administration skills, and organisational policies, procedures, and protocols,
- Actively participate in training and other professional development programs including but not limited to performance reviews, meetings, internal and external staff training, supervision etc.

Employee Acknowledgment of Position Description

I have received a copy of the Position Description and have read, understood, and accept its contents.

_____	_____	_____
Employee Name	Signature	Date
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_____	_____	_____
Principal	Signature	Date