NAZARETH COLLEGE
POSITION OF RESOURCE CENTRE MANAGER

- Leadership role – management of staff and working collaboratively with all staff
- Strong knowledge of youth literature
- Keeping abreast of current curricular and teaching practice
- Create a welcoming, learner-centred library environment
- Collection development related to students’ desires and needs to foster and promote literacy and reading
- Manage the smooth running of the Resource Centre
- Maintain a high level of awareness of the learning needs and priorities throughout the College
- Establish and maintain an effective working environment for all users of the Resource Centre
- Ensure provisions of Copyright Act are met within the Resource Centre and throughout the College
- Develop Library collection, maintenance, weeding of old materials, shelving, labeling, stocktaking, book repairs, shelf reading and processing
- Induct and train students new to Nazareth College in Resource Centre procedures and processes
- Induct and train staff new to Nazareth College in Resource Centre procedures and processes
- Provide in-class support for learning and teaching technologies through AV Collection, books, newspapers and other resources
- Demonstrate highly developed time management and organisational skills
- Develop effective professional learning opportunities for staff
- Responsible for Resource Centre budget
- Responsible for the organisation and coordination of school photo days
- Develop good relationships with outside vendors
- School leaders seek to improve the skill, knowledge and performance of the teaching workforce in a school and to improve the curriculum program of a school.
- School leaders are responsible for demonstrating and modelling an outstanding level of practice within the school context.
- School leaders contribute to the overall leadership and management of the school.
- School leaders contribute to the development of proposals for school leadership team.

QUALIFICATIONS AND TRAINING

- It is essential that the applicant hold Level 6, Category C
- Demonstrated experience in managing a Resource Centre or equivalent
- A full working knowledge of library automated systems, particularly BiblioTech
- Demonstrated knowledge of web based databases and search engines
- Demonstrated skills in IT and developments as related to this position.