ROLE DESCRIPTION

Director of Library and Information Services

At Our Lady of the Sacred Heart College, we are Heart people who are faith-filled, reverence relationships, pursue excellence, touch the hearts of others. We are passionate about the education of young women and their success. We empower the learner, inspire a global consciousness and are at the forefront of innovative learning.

WE BELIEVE! WE ACHIEVE!

As a leader within the community the Director of Library and Information Services is committed to the OLSH Proclamation and the values and beliefs of an education in the OLSH Tradition. As Heart people the four pillars of OLSH education: to be faith filled; to reverence relationships, to pursue excellence and to touch the hearts of others are the foundation of who we are at OLSH.

As an OLSH Educator the Director of Library and Information Services:

- is committed to respecting the dignity of each person and values friendship and collegiality
- is proactive and positive in building relationships and willing to work effectively in a variety of teams
- is professional and committed to lifelong learning
- is open to accepting directives from others in a spirit of mutual respect and responsibility
- is committed to OLSH College and openly supports our mission and vision

ROLE PURPOSE

The Director of Library and Information Services directly influences the quality of learning and teaching throughout the College. The Director of Library and Information Services works closely with the Assistant Principal Learning and Teaching, the Heads of Department and the eLearning Team, to optimise student learning through the provision of outstanding access to educational resources and library services for the entire College community.

OVERALL RESPONSIBILITIES

The Director of Library and Information Services reports to the Assistant Principal Learning and Teaching. Overall responsibilities in this position include but are not limited to:

1. **General Operations and Future Development of Educational Resources and Library Services**
   Develop an approach to the operations of the Library Services Team and the Informational Technology Team that includes sound and innovative service delivery and policies. Implementing a clear approach to the development of future plans for these services and targets within the context of the OLSH Proclamation and the College’s strategic plan.

2. **Learning and Teaching**
   Plan and work collaboratively with Heads of Department and subject teachers to ensure effective provision of educational resources and integration of information literacy and technologies into student learning.
Develop and implement a vision, strategy and scope of works that enables the existing traditional library to continue evolve into a contemporary information and learning centre that delivers on the needs of all members of the College community.

3. **Leading and managing staff**
Provide active leadership for all those involved in the provision of Library and digital services. This will include mentoring, collaborating and the sharing of information so that staff motivation is at an optimum level to encourage continuous improvement in the quality of service delivery to students and staff.
Manage all allocated staff including assisting with recruitment, managing performance and meeting agreed targets. Create effective teams by inspiring and motivating students and staff. Be a positive role model for other staff and students by taking responsibility for the continuous improvement of the team within the context of the College.

4. **Efficient and effective deployment of staff and resources**
Employ innovative methods to sustain and enhance a contemporary and relevant educational resource collection (print and electronic), reflecting trends and new developments.
In collaboration with the Assistant Principal Learning and Teaching, promote and support the development and implementation of staff professional learning programs to enhance learning and teaching, particularly in the areas of information literacy, digital literacies and copyright legislation and procedures.

5. **Strengthening Community**
Work collaboratively at both strategic and operational levels to develop a cohesive team in the provision of educational resources and Library services. With a particular emphasis on building a strong and influential ICT eLearning team that will transform digital learning for the College community.

6. **Education in the OLSH Tradition**
The Director of Library and Information Services is expected to support the ethos and philosophy of catholic education. This includes the values of the OLSH Proclamation and all policies, procedures and practices that characterise an education in the OLSH Tradition.

**PROFESSIONAL DUTIES AND ROLE ACCOUNTABILITY**

**Leadership of Library Services**
- Leadership and management of the College Library with a priority to providing a high quality, welcoming, responsive and proactive library service
- Develop and maintain core library services which are reflective of a contemporary educational resource and information centre
- Ensure continued innovation in the College Library, promoting a lifelong love of learning, literacy and an appreciation and enjoyment of literature
- Develop and promote a culture of information literacy throughout the whole community
- Keep well informed of new developments in library, science, information technology, curriculum matters and literature, in particular to read widely in the field of adolescent and young adult literature
- Ensure all staff are informed of up-to-date Copyright issues

**Leadership of Educational Resources including Digital Technologies and eLearning**
- Collaborate with the Library and ICT teams to ensure that there are clear processes for the managing of the collection, including collection development and review to ensure their relevancy to the curriculum, student and staff needs. The collection and use of data to inform these decisions is crucial
- Provide leadership of the eLearning team for the College ensuring emerging technologies and resources are at the forefront of provisions for the college community
- Ensure the efficient operation of the library management system and the continuous development of the library website
- Establish links with other schools, universities and organisations to share resources, information and expertise that benefits teaching and learning in the School
- Provide support and assistance to students and staff in critically sourcing, researching, locating, selecting and using appropriate resources in curriculum planning and delivery, Information Centre-based classes and student independent study
- Develop programmes and conduct lessons which are thoroughly prepared and designed to engage and challenge all students in learning
- Understand and accommodate the learning needs of all students, including those with a disability or special learning need

**Administration of Educational, Digital and Library Services**
- Maintain a positive environment in the library which is respectful of all present and fosters student learning
- Membership of the Management Team, the Curriculum Committee and Chairperson of the ICT Committee.
- Promotion of library services, acquisitions and events across the school. In association with the library team organize Book Week activities. Invite authors, illustrators and story tellers to work with the students
- Oversee the Library Orientation programs for new staff and students
- Hold regular educational resources/library staff meetings with published agendas. Minutes of the meetings should be recorded.
- Supervision and training allocated support staff including the annual professional evaluation of these staff using the OLSH PDC program
- Deal with all operational, budgeting and record keeping requirements and ensuring fair and effective purchasing of resources.
- Membership of appropriate Library and eLearning network groups beyond the College
- Adhere to and implement safe working practices and procedures in accordance with the College’s Occupational Health and Safety policy and procedures
- Other duties as required by the Principal

**APPOINTMENT/TENURE**
The Director of Library and Information Services is appointed as Position of Leadership (POL 3).

**APPRAISAL/REVIEW CONDITIONS**
The Director of Library and Information Services will be required to undergo a yearly professional evaluation using the OLSH PDC program. A formal appraisal will be conducted at the conclusion of the second year of this appointment.

**VARIABLE DUTIES/HOURS**
The Director of Library and Information Services participates fully in the total life of the College. The nature of the position is such that the Director of Library and Information Services may be required to be available outside “normal” school hours