



## LIBRARIAN

- Are you passionate about children's books?
- Do you enjoy working with children?
- Do you apply strong attention to detail to your work?
- Are you flexible and embrace variety?
- Are you organised?
- Do you have effective communication skills?

Wanaka Primary School are seeking a librarian who will inspire students and staff to utilise the library and excite a passion for all types of books and online reading resources.

Previous library experience is preferred.

The position is for 30 hours per week – term time only - and will commence in term 1, 2018.

Please find below the job description and forward your application letter and CV to Melissa Booth, administration manager at [melissab@wanaka.school.nz](mailto:melissab@wanaka.school.nz)

Applications close on Wednesday 27 September at 3.00pm



## School Librarian

	EXPECTATIONS	PERFORMANCE INDICATORS
<b>Library Management Skills</b>	<ul style="list-style-type: none"> <li>● Proficient in using MUSAC Edge programme</li> <li>● To assist teachers with resources needed for classroom programmes and specific learning needs</li> <li>● Manage the purchasing, cataloguing and maintenance of books and other printed/audio/visual resources</li> <li>● Administer and monitor budget including ensuring that purchasing of new library assets is aligned with school learning themes and priorities</li> <li>● Provide professional development sessions for staff re: issuing and returning of books and the general functioning of the library</li> </ul>	<ul style="list-style-type: none"> <li>● MUSAC Edge programme is used for all library administration work</li> <li>● Ensure that appropriate resources are purchased to meet the needs of the school's programmes</li> <li>● Actively carry out maintenance and review of all library resources, presenting review to teacher in charge of library</li> </ul>
<b>Motivation of students</b>	<ul style="list-style-type: none"> <li>● To assist in the training and monitoring of children as library monitors</li> <li>● To encourage the use of the library through targeted teaching sessions with class groups</li> <li>● Create displays of interest; books, school wide themes, visiting authors.</li> <li>● Ensure library displays and presentation materials are aligned with school-wide and individual class learning themes and focus areas</li> </ul>	<ul style="list-style-type: none"> <li>● Children are active and focused participants in the learning process</li> <li>● Children know their way around the library and can confidently locate books</li> <li>● Library has current displays, looks vibrant and inviting</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● To liaise with the Wanaka Public Library and other library institutions with regard to current curriculum needs, future focusing, and additional resources</li> <li>● Continue with the development of the library blog and other social media e.g. WPS Library Facebook, Instagram etc.</li> <li>● Act as the single point of contact for the school library with both internal and external stakeholders and interested parties</li> </ul>	<ul style="list-style-type: none"> <li>● Seeks assistance and guidance from other institutions to ensure a variety of resources and library trends</li> <li>● Update library blog with title of new books, library leaders' work, news etc</li> </ul>