



Library Officer

School of Isolated and Distance Education

Position number	00039407
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Program Coordinator School Admin - SIDE (School Administrator Level 3)
Direct reports	Nil

Context

The School of Isolated and Distance Education (SIDE) is the K-12 centre of distance and online learning within the Department of Education. SIDE provides quality education for students who for various reasons cannot attend classes in a regular school. Founded in 1918, SIDE has a rich history of student success and achievement for those studying through a distance education mode. The school has a large and diverse student population ranging from Kindergarten to Year 12 and is located in Leederville.

SIDE provides a comprehensive curriculum (Years K to 12) as well as a significant languages program (Years K to 12). The school responds to the changing needs of students in terms of the range of courses and programs offered and the mode through which they are delivered.

SIDE uses a variety of technologies integrated into the development of curriculum materials and modes of delivery thus making e-Learning a reality. SIDE provides an 'open access' approach to education for a range of client groups across the State.

SIDE is Western Australia's leading K-12 distance education provider. Enrolments are typically permanent WA students who fall into one or more of the following categories:

- full time students unable to attend a conventional school due to geographical isolation
- WA students travelling Australia or the world, on a long term basis, with their parents
- WA students whose local school does not offer the subjects they wish to study
- students from Years K to 12 studying a language where provision is not available in their home school
- students referred to SIDE due to special circumstances.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Supervise daily operations of the library and provision of reference, information and associated services to teaching staff and students.
- Administer library systems which ensure library records are up-to-date and library resources are maintained and processed so they are accessible and available to students, staff and parents at all times.
- Process loans and returns of library resources, including following-up on unreturned or damaged resources.
- Conduct library skills training and demonstrates the use of library equipment.
- Prepare procedure manuals for library equipment, as required.
- Assist students, parents and staff to select program and age appropriate materials.
- Monitor the library budget and makes recommendations for and purchases new library resources.
- Coordinate the rosters for library visits.
- Provide technical advice on the library Information Technology system.
- Supervise the duties of volunteers.
- Supervise small groups of students outside lesson times or in class learning activities relating to the library.

Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
3. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated experience in providing administrative support with the ability to organise and prioritise tasks effectively.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 15 February 2019
Reference D19/0462595