



Information and Communication Technology (ICT) and Library Officer Collie Senior High School

Position number	00041659
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about Collie Senior High School is available on [Schools Online](#). For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Supervise the 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.
- Coordinate the rosters for library visits.
- Supervise volunteers undertaking library duties.
- Supervise small groups of students outside lesson times or in class learning activities relating to the library.
- Assist in maintaining Information Technology (IT) systems and equipment through the school, including developing solutions to identified problems.
- Provide training, advice and support to staff and students on desktop and software applications.
- Maintain accurate records of library and IT assets and resources.
- Maintain the schools online presence, including the creation and updating of the School Website and other online programs.

Selection criteria

1. Demonstrated good verbal and written communication skills, with the ability to liaise effectively with staff and students.
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, spread sheets and word processing.
4. Demonstrated ability to install and maintain network systems incorporating the Internet and Electronic Mail.
5. Demonstrated initiative and good organisational skills 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 6 September 2021
Reference D21/0497061