



MLC

Methodist Ladies' College Position Description

Position:	MLC Library Paraprofessional
Reports to:	Director of MLC Libraries
Department:	MLC Libraries
Date:	September 2019

Primary Purpose

The purpose of the Library Paraprofessional, as part of the MLC Libraries team, is to provide a high level of specialist knowledge and technical skill to the College Community and support the efficient operation of the Department. MLC Libraries are vibrant resource centres which encourage questioning, discovery and an enthusiasm and opportunity for learning.

Position in Context

MLC is one of Australia's most respected and innovative schools, with over 2,000 students from Early Learning (MLC Kindle) to Year 12, including international students and boarders. MLC is a technology-rich environment, teaching staff and students from Year 3 have a notebook computer and Prep to Year 2 students have an iPad.

MLC is comprised of four schools: Junior School (MLC Kindle – Year 6), Junior Secondary School (Years 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 and 12). The Senior School program offers a comprehensive curriculum including the Victorian Certificate of Education (VCE), International Baccalaureate (IB) and Vocational Education and Training (VCE - VET) pathways. Year 9 students may participate in a unique eight week residential learning by living experience at our remote MLC Marshmead campus near Mallacoota.

Every student at MLC is offered a wide variety of subject choices, pathways, co-curricular and leadership opportunities and a strong support network through an extensive wellbeing program.

The College has approximately 800 staff in total, including 400 teaching and support staff who are employed either full-time or part-time, and 400 casual staff. The College has one main campus at Kew that includes our Early Learning Centre (MLC Kindle) to Year 12 and also the Tiddeman Boarding House. We have two remote sites for our Education Outdoors program in Victoria. One site, MLC Marshmead, is located near Mallacoota, and the other site, MLC Banksia, is located in Gippsland Lakes.

MLC is managed by an executive group of staff, led by the Principal, and is governed by a non-executive Board of Directors.

MLC Libraries comprises the Junior School Library and the Secondary School Library (Walton Library). MLC Libraries staff are divided into three teams: Audio Visual Services, Educational Services and Technical Services. The Library Technical Services team are a specialised team with specific skills and expertise and are based at both the Walton Library and MLC Junior School Library.

It is expected that in all dealings with the College community, including students, parents, staff and suppliers, the Library Paraprofessional will present a highly professional, friendly and responsive attitude.

Key Contacts

Internal

MLC Libraries staff

MLC staff

Students

Parents

External

Contractors

Suppliers

Visitors

Major Duties and Responsibilities

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

Help Desk and Reference Support

- Perform Help Desk duties, manage circulation functions and maintain complete and accurate procedures and documentation for technical services
- Maintain systems and processes to ensure the College community can readily access information, resources, programs, facilities, equipment and services needed to fulfil the College curriculum
- Provide support for the preparation, delivery and evaluation of the reading, digital literacy and maker programs
- Supervise students in a friendly, efficient and professional manner

Library Management System

- Utilise extensive knowledge of the library management system to manage acquisitions, schedule subscriptions and memberships, and prepare system reports
- Undertake original and copy cataloguing to maintain quality metadata that delivers relevant search results
- Undertake collection management and development projects and manage these under guidance

- Respond to complex reference and information enquiries

Planning, Strategy and Project Delivery

- Assist the Technical Services Coordinator in the initiation of ideas, overall planning and implementation of Walton Library projects that support the strategic directions of the department/function
- Assist with incursions, excursions and co-curricular activities and provide support to participating students
- Undertake curation processes for print and digital resources
- Assist in supervising technical services staff
- Deliver skills training to students and staff

Administration

- Prepare annual library budget submissions and monitor expenditure in specified areas
- Evaluate, research and make recommendations for purchases including capital works
- Organise library activities, events and displays as required, including coordinating parent and student volunteers
- Attend to administrative duties such as chairing Technical Services meetings, preparing meeting agenda, taking minutes, collating statistics, preparing reports and managing data
- Evaluate and improve where required, existing practices across a range of library functions
- Resolve complex copyright issues
- Undertake special projects as directed by the Director of MLC Libraries

Person Specification

Essential Criteria (competencies, qualifications, knowledge and experience)

- Completion of a relevant Diploma/Certificate IV and appropriate work experience that entitles membership of ALIA
- Excellent communication and interpersonal skills with demonstrated ability to work collaboratively for positive team functioning
- Proven ability to be organised, plan and meet scheduled timelines
- Proven technical knowledge and experience with library management systems, databases and digital platforms
- Excellent cataloguing skills, including original cataloguing
- High level of organisational, problem-solving, trouble-shooting and research skills
- Excellent technology skills
- Ability to manage multiple priorities simultaneously
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Experience with Worldshare library management system
- Knowledge and interest in Young Adult fiction
- Knowledge of emerging technologies in libraries

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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