Navigator College is a Reception to Year 12 co-educational College. The College is situated in the picturesque city of Port Lincoln, SA.

Navigator College uses both the Australian Curriculum and the Lutheran Curriculum Frameworks and has also undergone ‘Authorisation’ for the Primary Years Program and ‘Candidacy’ for the Middle Years Program with the International Baccalaureate Organisation World School. We have a strong commitment to Inquiry based, Integrated Curriculum.

Navigator provides an excellent opportunity for staff to become part of a highly committed professional team working to create the kind of caring college environment of which students, parents and staff can feel justly proud.

Applications are invited for the position of:

**LSO - LIBRARY ASSISTANT**

**Title of job:** LSO – Library Assistant

**Position:** One year Contract position – 15 hours per week

**ROLE DISCRIPTION**

The Library Assistant shall be sympathetic to and supportive of to the aims of Navigator College. This person is responsible to the Principal and the Teacher Librarians for the efficient performance of duties. The Library Assistant will undertake to model the servant Christ, and strive to create a unity of purpose and action amongst staff and students, which reflects their oneness in the body of Christ.

Staff are employed to carry out such tasks as determined by the Principal. It is expected that the Library Assistant will:

- Be committed to the Vision, Mission and Values of Navigator College.
- Demonstrate efficiency with good personal organisation, sound standards in dress (uniform), appearance and speech.
• Work with integrity, initiative, patience, tolerance, discretion and reliability.
• Uphold co-operation, vigilance, steadiness, self-reliance and common sense.

DUTIES AND RESPONSIBILITIES

The following is an illustrative list of duties, which the Library Assistant may be required to undertake:

Teaching and Learning:
• Assist students to seek information.
• Help students use a range of resources and technologies.
• Assist teachers when planning units of work to develop information literacy.
• General promotion of library

Professional Development:
• Sustain a high level of professional knowledge.
• Seek appropriate personal professional development.

Curriculum involvement:
• Be informed and proactive about current curriculum documents.

Management:
• Support the purchase and selection of suitable resources under the direction of teaching staff.
• Co-ordinate the roles and daily tasks of the library volunteers.
• Be fully conversant of the automated library system (Vlibrary) and related technology.
• Knowledge of SCIS (automated library cataloguing system)
• Support the Teacher Librarian to manage Click View.
• Processing of resources
• Maintenance of digital equipment such as flip cameras, digital cameras and laptops
• Co-ordinate Library displays, special events and activities to support student resource and information retrieval.
• Work co-operatively with teachers in administering the Lexile reading and Dewey Decimal system.
• Discuss Library issues and resources where appropriate during staff meetings.
• Work with the Teacher Librarians to coordinate Grandparents and Special Friends Day book donations and consequent nameplate production.
• Support staff and students with computer access and maintenance of photocopier in the IT suite
• Keep library, It room, multipurpose room and shelves tidy at all times

**Literature Promotion:**
• Promote best quality literature and authors reflecting a variety of cultures and themes.
• Guide students in their reading choices, particularly in regard to the Lexile reading system.
• Use selection tools and follow reviewing blogs to keep informed about current literature trends for children and young adults.
• Oversee the Scholastic Book Club.
• Support staff with student borrowing under the direction of the Teacher Librarian.
• Support staff with Book Week celebrations under the direction of the Teacher Librarian.

**Services:**
• Facilitate access to community resources and information services.
• Provide access to local and national online knowledge networks.

**REVIEW AND ACCOUNTABILITY**

The Principal, or nominee, will monitor the progress of the LSO Library Assistant and will provide feedback as appropriate.

**SUBMITTING AN APPLICATION:**

Applications close: By close of business, Monday the 23rd of February 2015

**Address Applications to:**

Mrs Kaye Mathwin-Cox
Principal
PO Box 3199
PORT LINCOLN SA 5606

Electronic Applications are welcome and should be emailed to: aheidenreich@navigator.sa.edu.au with the subject line reading CONFIDENTIAL.

Any enquires regarding the Position should be directed to:
**Ms Amy Heidenreich, Principals Assistant: Phone: (08) 8682 5099**