

Job Description - Resources and Library Coordinator

Job Purpose

The Resources and Library Coordinator serves Island Christian Academy by advocating, building and maintaining effective school wide resources and library management systems and services that contribute to the development of students.

Responsible To

The Resources and Library Coordinator reports directly to the Principal of IslandCA (or delegate) who reports directly to the Executive Director of Generations Christian Education.

Key Duties

School Resources Management:

- To provide access to resources through efficient and well-guided systems for organising, retrieving and circulating resources.
- To develop budget estimates.
- To prepare resources for units where applicable (e.g., I.P.C., English)
- To place orders.
- To maintain and organise all school resources (including books e.g. library, classroom library, Guided Reading) and all teaching /education resources).
- To liaise with Coordinators (e.g. English and IPC) regarding placing orders and purchasing new resources.

Information Services Management:

- Implement and review where necessary:
 - Strategies for evaluating the resource collection and for determining curriculum and student needs within the context of identified school priorities.
 - Policies, procedures and criteria for selecting resources which meet curriculum, informational and student recreational needs.
 - Information systems and services responsive to student and teacher needs.
- To maintain, organise and inventories media centre collection.
- To liaise with co-ordinators to develop budget estimates to ensure that teaching and learning requirements are met.

Curriculum:

- To assist teachers by preparing books and other resources appropriate for units being taught.
- To implement and review library rules and procedures.
- To maintain English as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment.

Community:

- To organise activities, volunteers and visitors e.g. Paddyfield and Scholastic Bookclubs, student-led lunch recess activities, visiting speakers, parent volunteers to read during lunch times and to assist with library and resources functions.
- To stimulate, foster and enhance a sense of community amongst staff, parents and students that encourages them to support the Vision and Mission of the School.
- To promote high quality relationships with all stakeholders.
- To build up community relations and school collaboration.

Extra-Curricular Duties:

- To take part in school events and activities which may occasionally take place at weekends or in the evening. (within the reasonable request of school Principal)
- To participate in staff meetings as required.
- To assist, organise and lead extra-curricular and school wide activities on request.

Strategic Plan:

- To implement and support development as identified in the School Improvement Plan, and as directed by the Principal.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To support the Principal in promoting the ethos of the school.

Administration:

- To administer and implement the policies of Generations Christian Education.
- To continue professional development, maintaining a portfolio of training undertaken.

Risk Management:

- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To ensure trips are safe, educational and fun, liaising with the Principal or delegate as appropriate.
- To ensure all children and staff are safe and secure, informing the Principal or delegate of any issues.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy, laws of Hong Kong and any school-specific procedures /rules that apply to this role.

Other:

- Other related duties as requested by the Principal or his/her delegate.