Santa Sabina College, a Catholic School in the Dominican tradition, educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The Anselm O’Brien Library is a state of the art Information Resource Centre catering for the needs of students in years 6 – 12 and staff of the Middle and Secondary schools of the College. We are seeking a Teacher Librarian whose qualifications, experience and innovative practice in Information Science and Management will enable them to coordinate the provision of library services in a dynamic and stimulating teaching and learning environment.

Coordinator of Information Services
Temporary Terms 3 & 4
Commencing 13 July 2015

Key Responsibilities:
• Strategic planning and policy development
• Development, implementation and evaluation of library programs which integrate Information Literacy and ICT skills
• Management of information resources and the library budget
• Liaison with College staff in the provision of information resources and programs
• Management of day-to-day operations of the Library and the Library Team
• Membership of KLA Coordinator team

The successful applicant will:
• Demonstrate knowledge and understanding of all facets of information management and the operations/administration of a school library
• Be experienced in the development and implementation of library programs which differentiate the curriculum in order to meet individual needs
• Demonstrate a sound knowledge of ICT and its application in teaching and learning
• Possess excellent interpersonal skills and demonstrated leadership experience
• Possess highly developed organisational and administrative skills.

The hours of operation for our Library are Monday – Thursday, 7.30 a.m. – 5.30 p.m. and Friday, 7.30 a.m. – 4.00 p.m. Flexible hours and non-term time work will be a requirement of this position.

Applicants are expected to have an understanding of, and commitment to, the Dominican ethos. Applications close: 8 May 2015 Applications must contain two current references, outline relevant experience and qualifications and are to be sent to recruitment@ssc.nsw.edu.au.

Applicants will be expected to have completed the new Working With Children Check.