



Position Information Document

Position Title	Resource Centre Coordinator
Supervisor	Director of Teaching and Learning, and ultimately to the Principal
Employment Type	Permanent
ESO Grade	ESO Grade 5
ESO Stream	Administration Stream
Hours Per Week	37.5 Hours
Weeks Per Year	41 Weeks

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

The Resource Centre Coordinator is essential in leading the Resource Centre to ensure effective provision of educational resources for student learning and improved educational outcomes. In this position, the Resource Centre Coordinator works in collaboration with College Leadership, the Director of Teaching and Learning, Curriculum leaders and other colleagues.

The Resource Centre Coordinator is pivotal in ensuring optimal and outstanding student learning opportunities through the provision of educational resources and library programs and services that help build within students a knowledge of the inquiry research process, technology skills and a love of literature and reading.

Key Working Relationships

- Executive Leadership Team
- Campus Leadership Team
- Teaching and Learning Team
- Teaching and non-teaching staff
- Students and other members of the school community
- Volunteers

KEY AREAS OF WORK

Staff

The Resource Centre Coordinator will:

- Coordinate the day-to-day duties of the Resource Centre staff.
- Provide leadership in planning and developing services and programs.
- Establish work schedules and priorities for Resource Centre Assistants.
- Support staff in accessing professional resources.
- In consultation with the teaching staff, coordinate classes accessing the Resource Centre.
- Work in collaboration the Senior Study supervisors to support the effective operation of the study
- Ensure WH&S safety training occurs at least once a year for Resource Centre staff as appropriate.

Students

The Resource Centre Coordinator will:

- Provide leadership in maintaining an accessible and welcoming learning environment for students where they are valued and assisted with their information needs.
- Provide direct supervision of the Resource Centre during student break time.
- Coordinate the supervision and management of student access to the Resource Centre.
- Perform other duties as required by the Principal (or delegate).

Curriculum

In consultation with the Director of Teaching and Learning, the Resource Centre Coordinator will review and facilitate the development and implementation of curriculum and programs in relation to:

- Information Literacy
- Resource-based learning programs

- Reading and literature-based literacy programs
- Curriculum support for teachers

Systems Management / Service Delivery

The Resource Centre Coordinator will:

- Coordinate the planning, acquisition, management, access, and use of the following services:
 - Resource Centre services
 - Online digital resources
 - Textbooks
 - Teacher resources
 - School archives
 - Links with outside information services
- Manage Resource Centre information systems including:
 - Cataloguing and classification of resources
 - Automated Resource Centre system
- Budget and facilities:
 - Coordinate budget submissions and decisions about resource needs.
 - Monitor expenditure and keep accurate records of acquisitions.
 - Report safety issues to the WH&S Committee.
 - Monitor equipment needs.

Work Health and Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Maintain Resource Centre and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

PERSON SPECIFICATION

- A formal tertiary qualification (e.g. Advanced Diploma) in Library and Information Services (or equivalent) and/or relevant demonstrated competencies in a comparable role.
- Demonstrated specialised in-depth experience and high-level professional skills to perform a broad range of administrative and specific role-related tasks, including full technical competency, operate office and dedicated resource centre equipment and have excellent proficiency using a computer and applicable programs and a range of ICT equipment.
- Comprehensive knowledge and experience with budget preparation and associated management as well as experienced in purchasing and related tasks associated with the effective operation of a Library/Resource Centre.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to interact professionally and positively with all members of the school community

and lead and supervise staff, volunteers, individual students, or groups of students, with full accountability for group or service outcomes.

- Excellent interpersonal, communication and teamwork skills to work collaboratively and flexibly with, and lead, supervise, support and assist others.
- Without need of guidance, self-manage performance of work utilising high level discretion and judgement, with accountability for achieving own outcomes within required timelines and standards.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to achieve stated objectives and support others to achieve same.
- Ability to exercise substantial autonomy in decision-making using a wide range of highly specialised technical, creative or conceptual skills to fulfil role requirements.
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.