

Performance Charter

Lusaka International Community School
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Position: Librarian	Date: 29.06.2010
Incumbent: Vacant	
Report to: Primary Principal	

Mission

To ensure, maintain and develop a library, which supports all educational needs of all school sections/departments, age groups and subjects of the school through printed or electronic media.

Subjects		Required Performance
1.	Education	<ul style="list-style-type: none"> Degree in library science or library-media certificate Teaching experience preferred
2.	Available Tools	<ul style="list-style-type: none"> Complete refurbished library New and fully integrated Intranet based Library Management System "Ed-Admin" Latest office workplace with computer and library software Integrated Media Centre workplaces for research purposes of students
3.	Basic Functions	
3.1	Qualities	<ul style="list-style-type: none"> Knowledge of library techniques, processes, and reference sources Ability to plan and teach lessons on children's literature, information resources, search techniques and research methods, both general and in specific subject areas. Ability to work effectively with students, faculty members, and parents Strong collaborative skills to plan and work with library staff, technology team, and administrators Ability to work comfortably and effectively in a non-traditional, often hectic library space Intellectual curiosity, willingness to learn, and broad academic interests Passion for reading and books Teaching experience in a library or related setting required. Ability to relate and communicate effectively to a wide range of ages from age 5 – 17 yrs old.
3.2	Organization	Working in close cooperation with the following staff members: <ul style="list-style-type: none"> EYD, Primary and Secondary Principal Teaching and Assistant Teaching Staff Director (see also organogram)
3.3	Working Areas	Instructional Responsibilities <ul style="list-style-type: none"> Provide reference assistance to students and faculty members Coordinate library instruction of students, collaborating with faculty to integrate instruction with the classroom curriculum. This instruction will include the study of research methods, online resources, and intellectual property and copyright issues. Assist faculty in promoting reading and guide students in the individual choice of books for recreational and research reading. Assist in the teaching of 'Project' lessons for Year 7 and Year 8 Help students with appropriate fiction choice in reading lessons in the secondary school Assist in choosing and buying books used for progress prizes in the Secondary school





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	Subjects	Required Performance
		<p>Administrative Responsibilities</p> <ul style="list-style-type: none"> • Plan, develop and administer the total programme of the School library. • Develop and administer the School library budget. • Carry out all aspects of collection development and maintenance: evaluate and order new titles to meet the needs of curriculum and the community • Cataloging and processing, and administer weeding and inventory. • Coordinate with teachers and the finance office to make sure late books/lost books are returned to the library or that a charge is placed on students • Make the School library a welcoming, pleasant, and helpful environment. • Publize the library - its services and collection - and promote the role of the library in the life and curriculum of the school. • Coordinate and schedule use of the library and its facilities for meetings, classes, book fair, author visits and other events. • Supervise the school library assistant and library volunteers. • Meet regularly with other librarians and plan seminars / workshops to update with new developments. • Coordinate with the Director / Principal(s) to plan for future facilities and program needs of the library. • Encourage student use of the library after teaching hours • Maintain a quiet environment condusive to learning <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • Participate actively in the life of the whole School. • Play a leadership role in planning information education in the School. • This involves working with the school technology team to make recommendations to administration regarding effective use of technology and curricular integration and to plan for and implement use of new and emerging technology • Serve on divisional curriculum committees and school-wide curriculum mapping committee. • Keep abreast of current practices and issues in librarianship and education through journal reading, membership in associations, and attendance at conferences and other professional-development activities.
3.4	Assessed Performance	<ul style="list-style-type: none"> • Availability and update of all library services and systems • Offered support services to students • Spot checks between database and physical availability • Loss control of books (asset register)
4.	Special Tasks/Goals	<ul style="list-style-type: none"> • Setting up of a complete new network based data management system up to December 2010 • Setting up of a complete new library concept up to end of 2010 with strong investment in new books and electronic media.
5.	Enclosure	Organogram
6.	Comments	

