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ALIA Schools Seminar

Establishing role descriptions

by

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Establishing role descriptions

What enables an effective school library?

• identifying clear role descriptions

What is your vision for the school library?

• must be explicit
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Revising role descriptions

- make the transition from a Library to a Learning Commons complete
- achieve the vision already described
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Auditing process

- ‘must’ start by obtaining official role descriptions
- create a ‘Roles Overview’ document
- each member of team has a copy and colour codes:
  - tasks in your role that you do on your own
  - tasks that you are doing with another person
  - tasks that you are not doing
  - tasks listed in someone else’s role that you are doing
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Auditing process

– revise based on colour coding and objectives by team, education and organisation
– lodge the revised role descriptions with College Leadership Team for ratification
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Where to from there?

– more difficult stage
– hold staff accountable

How do you hold people accountable?

– meet regularly with each team member
– discuss likes, dislikes, challenges and dreams
– review how people are coping
– have team members report on their current initiatives
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Then what?

– identify a period of time
– hold a review of new roles
– do this via the colour coding process
– incorporate the structure of the role descriptions according to local protocols
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An ideal set of role descriptions

– depends on staffing assigned to the library
– aim for high standards
– always want to improve student educational outcomes
– dream big
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*Time Saving Tip*

– never know when you need to prepare role descriptions
– collect role descriptions from advertised positions

*Good Luck!*

Remember to dream big because you might just get there!!
Thank you