

LPEC Translation for SSSCA

SSSCA		
Grade	Step	Hourly Rate

A	A1	\$22.75
B	B1	\$22.75
	B2	\$22.92
C	C2	\$22.92
	C3	\$23.69
	C4	\$24.56
	C5	\$25.43
	C6	\$26.30
	C7	\$27.17
D	D7	\$27.17
	RoR	\$27.18 - \$30.34
	RoR	\$30.35 - \$33.52
	RoR	\$33.58 - \$36.68
	D8	\$36.69

Translation Rule

A1 to the top of Grade Lib A

B1 to Lib B1

B2 and C2 to Lib B2

C3 to Lib B3

C4 to Lib B4

C5 to Lib B5

C6 to Lib B6

C7 to Lib B7

D7 to Lib C1

Grade D Range of Rates are translated based on \$ value

D8 to Lib C5

Pay Equity Rates

(The annual rate is divided by 2080 to calculate the hourly rate)

Grade	Step	Hourly rate	Annual Rate
Lib A	1	\$24.99	\$51,973.00
	2	\$26.30	\$54,709.00
	3	\$27.69	\$60,205.00
Lib B	1	\$28.08	\$58,399.00
	2	\$28.94	\$60,205.00
	3	\$29.84	\$62,067.00
	4	\$30.76	\$63,987.00
	5	\$31.71	\$65,966.00
	6	\$32.70	\$68,006.00
	7	\$33.68	\$70,046.00
Lib C	1	\$36.11	\$75,112.00
	2	\$37.42	\$77,836.00
	3	\$38.78	\$80,659.00
	4	\$40.18	\$83,584.00
	5	\$41.64	\$86,616.00
Lib D	1	\$44.23	\$92,001.00
	2	\$45.60	\$94,846.00
	3	\$47.01	\$97,780.00
	4	\$48.46	\$100,804.00



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School Librarian and Library Assistant Work Matrix

To be covered by the Librarian and Library Assistants' Work Matrix Table, an employee will maintain and / or procure and / or provide and / or grow a physical and / or digital collection of books, archives, learning resources / programmes, devices and library management systems.

When determining where a role fits within the Work Matrix Table, an employer will need to assess the routine and ongoing skills, demands and responsibilities of the role, and not things that are a one-off or isolated event. Not every activity in a grade must be part of the role for the role to be placed in a particular grade, but the grade must recognise the highest-level skills, demands and responsibilities that are required for competent performance of the role.

Grade	General Description	Level of Necessary Skills and Knowledge	Supervision and Management	Problem Solving	Interpersonal and Communications Skills
Lib A	<ul style="list-style-type: none"> • Holds responsibility for own work under general supervision. 	<ul style="list-style-type: none"> • Assists with cataloguing, issuing and receiving books, laptops and other resources. • Undertakes or assists with routine tasks including repairs, cleaning, weeding and processing books and stocktaking. • Uses relevant library management systems effectively. • Undertakes a range of general administration tasks, including setting up signage, displays and posters. 	<ul style="list-style-type: none"> • No formal supervision or mentoring of others is required. • Provides occasional advice or direction. 	<ul style="list-style-type: none"> • Uses clear patterns and procedures to deal with clearly defined problems. 	<ul style="list-style-type: none"> • Exchanges day-to-day information effectively, including questioning, providing information and maintaining collaboration with colleagues, students and/or staff. • Responds with tact, patience and calmness to enquiries or challenges. Active listening, empathy and observation of physical cues are expected. • Respects and has basic knowledge of te reo Māori and tikanga or relevant other cultures. • Creates library signage and labels in other languages other than English. • Contributes to the library being viewed as a safe and welcoming space.
Lib B	<ul style="list-style-type: none"> • Manages own work and day-to-day priorities under limited supervision. Includes sole charge librarians and archivists. 	<ul style="list-style-type: none"> • Manages assigned collections and maintain relevant material and content. This includes administering relevant online research databases and digital learning resources and creating and maintaining catalogue records. • Works with teachers to develop activities, workshops and events within the library and to support curriculum delivery. • Purchases and orders books, resources, capital assets and services for the library/archives within a financially delegated budget. • Applies for external funding and/or grants. • Manages, customises and updates the Library Management System to meet school needs. • Designs and hosts activities, workshops and clubs within the library. • Develops and delivers literacy based presentations or sessions. • Promotes a reading culture within the school among staff and students. • Implements weeding and stock-taking procedures. • Conserves archives or taonga collections. 	<ul style="list-style-type: none"> • Oversees or trains colleagues or student librarians. • Assists with the supervision of students in the library during break times, study classes, meetings and activities. • Plans and provides games and creative activities in order to engage students. 	<ul style="list-style-type: none"> • Works within existing policies and procedures and identify when issues need to be escalated. • Organises and determines the layout of the library and its facilities in a systematic way to make resources easier to locate. • Works with students, whānau and teachers to ensure books and resources are returned and overdue items are recovered. 	<ul style="list-style-type: none"> • Provides direct support to individual students and teachers requiring assistance with locating or researching material. • Provides immediate support and response to students who are upset or distressed and escalate to other staff as required for further support. • Fosters a safe and welcoming environment in the library. • Understands that students have emotional requirements and monitor them for escalating behaviours. Persuasion, and negotiation skills are frequently required to assist de-escalation and encouragement of alternative behaviours. • Uses te reo Māori or another relevant language/s in day-to-day interactions with students, whānau and staff. • Promotes inclusivity around gender/faith/culture/disability/sexuality when engaging with students. This level works with diverse learners in terms of learning ability and cultural diversity. • Arranges for guest speakers to come to the library to share knowledge and stories. • Builds and maintains relationships with parent groups, local communities, book and resource suppliers • Conducts research on Te Tiriti o Waitangi principles, Kaupapa Māori and local iwi, to enhance the library collection.

School Librarian and Library Assistant Work Matrix continued

<p>Lib C</p>	<ul style="list-style-type: none"> • Holds full responsibility for the management of the library and library staff with direct accountability for results 	<ul style="list-style-type: none"> • Works with internal and external staff to identify and support future curriculum planning and changes and undertakes research to ensure currency and diversity of the library collection. • Designs and runs structured programmes to aid student learning • Uses knowledge of Aotearoa/ New Zealand schools and kura curricula to help students at all levels with research and literacy skills. This includes research for external exams such as NCEA and Cambridge or specialist areas such as te reo Māori and in tikanga Māori. • Uses the school's foundational knowledge of te ao Māori to inform the design and layout of the library. • Responsible for annual planning and influencing medium-term strategic plans and decisions for the library through direct control or expert advice to senior leadership. 	<ul style="list-style-type: none"> • Manages the recruitment, development and appraisal of other library staff. • Authorises staff expenditure for the library and its' facilities. • Develops and delivers a library budget for the BOT/finance committee. 	<ul style="list-style-type: none"> • Identifies and instigates system and policy changes to provide improved efficiency and effectiveness of library services. 	<ul style="list-style-type: none"> • Models appropriate support for student wellbeing and is the escalation point for behaviour management in the library. • Initiates and creates library resources to support students in times of crisis. At this grade employee may play an active part in a group overseeing pastoral care at the school. • Responsible for leading the promotion of Māori literature and resources and ensuring accessibility.
<p>CONTEXT: These roles in grade D may be timebound (project based) or ongoing and while they will have day-to-day library management responsibilities at grade C, they require additional specialist knowledge to enable the provision of library services that meet the changing information and literacy needs of the school.</p>					
<p>Lib D</p>	<ul style="list-style-type: none"> • Positions at this grade are fully autonomous. Work requires subject matter expertise based on extensive practical experience or a relevant tertiary level qualification plus experience 	<ul style="list-style-type: none"> • Holds relevant professional knowledge, specialist skills or relevant qualifications/significant relevant experience to provide distinct expert services. • Manages the environment/s with substantial independence, and report to the school board. • Holds full accountability for major financial resources and responsibility for several significant physical/digital assets to provide services. • Responsible for strategic long-term planning and business development for the library, and its role and objectives within the school's overall business plans and objectives. • Strong, innovative and collaborative approaches required to troubleshoot complex problems involving multiple variables and a range of options. Investigative research and analysis necessary. 			