POSITION DESCRIPTION

eLEARNING FACILITATOR (PK TO Y12)

POSITION TITLE: eLearning Facilitator (Pre-Kindergarten to Year 12)

LEVEL: In accordance with The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2012 and CECWA Policy Statement: 2-B6 Appointment of Staff in Catholic Schools

HOURS: Full time

ORGANISATIONAL RELATIONSHIPS

Position reports to: Principal via the Deputy Principal
Supervision of: Students
Internal Liaison: Deputy Principal, Heads of School, Curriculum Team Leaders, all departmental staff and students
External Liaison: Community groups, College suppliers, general public, parents or guardians

POSITION OBJECTIVE

- To effectively provide visionary and strategic leadership in the classroom setting to promote, support and sustain a dynamic, digital-age learning culture that models and encourages the effective use of technology for learning.

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

- The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

- This position is subject to a satisfactory annual performance review.

Signature: PRINCIPAL/DELEGATE DATE

Signature: EMPLOYEE DATE
CORPORATE ACCOUNTABILITY

- Comply with the College’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of the College’s resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College’s corporate values in the management and delivery of programmes, as follows:-
  - Continuous improvements.
  - Organisational wellbeing.
  - Customer service.
  - Money matters.
  - Safety.

KEY DUTIES / RESPONSIBILITIES

CATHOLIC IDENTITY

- Actively live and promote the College Mission with a focus on developing responsible Christian persons.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Mercy inspired ethos within the school community.
- Promotes the strengths and unique character of St Brigid’s College within the wider community.
- Engages in problem solving that is inspired by the College Vision and Mission.
- Promotes an environment where all undertakings are student focused and each student is treated as a ‘whole’ person with individual needs.

OBJECTIVES

- Provide leadership in the development, promotion and implementation of learning strategies that utilise a wide range of digital technologies and tools.
- Promote the use of technology as a tool that supports the differentiated classroom.
- Support teachers to engage and inspire students to create, innovate and collaborate in a digital environment.
- Work alongside teachers in a classroom environment to model and successfully integrate digital resources and technology in a creative and dynamic manner.
- Encourage and facilitate the development of digital learning networks within teaching staff to develop innovative learning programs which use technology to provide opportunities for students to grow in their independent, creative and critical thinking skills.
- Research and investigate creative and compelling ways to integrating ICT into everyday learning environments to engage the learning of students and teachers.
• Promote and model effective communication and collaboration among stakeholders using digital-age applications.
• Assist Curriculum Leaders and teachers to create ICT rich units of work.
• Advise and assist teachers to develop programs to teach ethical use of ICT and cyber-safety.
• Adhere to and communicate copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.
• Collaborate with Librarians to provide a broad range of digitally rich learning opportunities.
• Where appropriate, assist students in their personal use of technology to enhance learning outcomes.
• Promote the use of digital technologies for global communication and connectedness to support learning.
• Provide support to the Boarding staff in the use of digital technologies in the residential environment.

STAFF PROFESSIONAL DEVELOPMENT
• Collaborate with the Deputy Principal and staff to develop individual professional learning plans to support innovative use of digital technologies in teaching and learning.
• Oversee the planning, implementation and evaluation of effective ‘in house’ professional learning to meet the learning plan goals of staff with respect to the use of digital technologies to support learning.
• Assist in identifying appropriate staff professional development opportunities in relation to learning technologies.
• Promote, model and collaborate to ensure policies and practices supporting safe, legal and ethical use of digital information and technology are paramount for the whole College community.

PLANNING AND MANAGEMENT
• Collaborate with the Senior Leadership Team to develop a consistent team approach in supporting teachers to develop proficiency in the integration of ICT into teaching and learning activities.
• Lead an ongoing process to develop, implement and communicate the College Digital Learning Strategic Plan aligned with the College Mission and Goals.
• Assist the College in taking a systematic and planned approach to using technology to support learning, including the use of the learning management system (LMS).
• Lead research on potential digital learning solutions and digital learning trends in education to develop future planning.
• Provide advice to Senior Leadership Team with respect to effectively resourcing learner-centred environments equipped with technology and learning resources to meet the individual, diverse needs of all learners.
• Work collaboratively with the Manager ICT to ensure the digital infrastructure and resources available best support the learning outcomes of students.

DEVELOPMENT AND MANAGEMENT OF THE COLLEGE LEARNING MANAGEMENT SYSTEM (LMS)
• In collaboration with the Manager ICT ensure the LMS infrastructure adequately supports the operation and development of the LMS.
• Design and develop, with the support of the Manager ICT, the LMS structure in collaboration with Teacher Mentors and Curriculum Leaders to support specific teaching and learning requirements.
• Oversee the processes for login registration and enrolment of College members to the LMS.
EDUCATION
- The eLearning Coordinator will work in partnership with teachers and students in a variety of classrooms. The eLearning Coordinator will teach a maximum of 0.4 FTE classes.
- Ability to think strategically regarding the impact of emerging technologies for teaching and learning within a school context;
- Initiate, champion, implement and manage change and/or innovation;
- To enthuse and encourage staff and students through engagement with new learning models;

OTHER
- Promote awareness of the College as a proactive user of learning technologies through association with professional networks, hosting professional network meetings, exploring joint ventures and such like.
- To establish and maintain professional links with outside expert bodies;
- Undertake professional development as determined.
- Other duties as determined by the Principal and Deputy Principal.

COMMITTEE MEMBERSHIP
- Chair – eLearning Committee
- Member – Curriculum Committee

EXTENT OF AUTHORITY
Authority to act within established practices and to make decisions within clearly established guidelines.
REQUIREMENTS OF THE POSITION

Working Relationships:
- Principal
- Deputy Principal
- Curriculum Team Leaders
- All staff and teachers
- Parents and parent groups
- Students
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:
- A clear commitment to the objectives and ethos of Catholic Education.
- High level of interpersonal and communication skills (verbal and written) and collegiality. Ability to cater to the needs of teachers at different levels of ICT competency in a positive and collaborative manner;
- High level of professional presentation skills, appropriate for staff meetings and other public gatherings;
- Possession of excellent organisation and managerial skills.
- A flexible, collaborative student centred approach.
- Commitment to excellence.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:
- Work closely and cooperatively to support and develop collaboration within and across teams through leadership.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

People Management:
- Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
- Address issues and conflict resolution.
- Commitment to collaborative leadership.

Outcomes:
- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid’s community together with those in the wider community.
- Identify and meet internal and external needs and ensure that agreed expectations such as timely and accurate responses are met.
- Deliver exceptional experiences.
Experience and Qualifications:
- Possess a coherent philosophy for eLearning in a PK-12 College to be able to create a shared collective vision for the use of learning technologies in the differentiated classroom.
- Ability to maintain confidentiality of records and information.
- Experience in implementing technology to support effective teaching and learning practice.
- Broad understanding of and confidence in the use of the latest communication devices, Web technologies and other web-based applications.
- Fully conversant with ICT as it relates specifically to schools and curriculum requirements.
- Experience with or ability to learn about the administration of a learning management system.

Qualifications / Training
**Essential**
- Commitment to the values of St Brigid’s College;
- Outstanding inter-personal and communication skills including the ability to cater to the needs of teachers at different levels of ICT competency in a positive and collaborative manner;
- High level of professional presentation skills, appropriate for staff meetings and other public gatherings;
- Highly developed organisational and planning skills
- Teaching qualification from an accredited teacher education program or one recognised by the Teacher registration Board of Western Australia as equivalent;
- Current registration with the Teacher Registration Board of Western Australia;
- Current Working with Children Check;
- Completed, or undertake to complete Accreditation to Teach in a Catholic School;
- Completed, or undertake to complete Accreditation for Leadership;
- Be an Australian or New Zealand citizen or have permanent residency in Australia, or have a visa with relevant Australian work rights from the Department of Immigration and Citizenship.

**Desirable**
Current WA “C” class drivers licence.

Personal Attributes
- Initiative;
- Flexibility;
- Reliability;
- Strong people skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.