e-Learning Coordinator

St Virgil’s College is a Grade 3 to Year 10 school for boys, founded in 1911 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

The St Virgil’s Junior School (Grade 3 to 6) is located in Patrick Street, Hobart, adjacent to St Mary’s Cathedral. The Senior School (Grade 7 to 10) has around 570 students and is situated on an expansive property at Austins Ferry.

Job Title: e-Learning Coordinator

Reports To: Director of i-Learning

Job Summary

The e-Learning Coordinator will be responsible for leading the College’s whole-school approach to e-learning, focusing in particular on the use of ICT to maximise student learning. The e-Learning Coordinator will lead the process of integrating the College’s Learning Management System within the learning and teaching processes of the College including timetable, reporting, assessment, learning resources and curriculum planning. Enthusiasm, high-level teaching skills and an extensive knowledge of ICT and how it can be utilised to increase and improve boys’ engagement in learning are essential for this role.

The role is a leadership position at the College. The position will be based at Austins Ferry, however some work will be undertaken on the Junior School campus, recognising the College wide nature of the role. The e-Learning Coordinator will be the College’s Leading Teacher of Digital Technologies and a member of the ICT Operations Committee and will report to the Director of i-Learning.

Duties and Responsibilities

1. With the Business Manager, liaise with the College’s ICT Support Provider, RTG, to ensure high levels of access and performance for users of the system.
2. Liaise with the Business Manager and the Director of Learning and Teaching about the provision of information services to Administrative and Academic staff.
3. Work to enhance student access to ICT and provision of online student library services through working closely with the Librarian.
4. Work closely with the Librarian to manage the online Library system.
5. Be responsible for managing the student learning management system (LMS) and liaising with support to address issues or needs that arise.
6. Provide leadership and support at school level for the implementation and training of staff in utilising the LMS.
7. Support the Director of i-Learning in implementing and managing the College’s reporting process, including future moves to ongoing reporting via the LMS parent portal.
8. Leading Teacher Digital Technologies:
   a. Convene and conduct meetings of the Learning Area.
   b. Participate in, and advise in the preparation of Courses of Study (content and processes) with Learning Area members and endorse Australian Curriculum documentation with the Director of Learning and Teaching.
   c. Collaborate and advise on all aspects of assessment procedures and work requirements with Learning Area members in keeping with College Curriculum guidelines.
   d. Prescribe the resources to be used at each level and ensure purchase procedures are followed.
   e. Prepare and submit a Learning Area budget.
   f. Ensure that budget monies are used appropriately within the Learning Area and give approvals for expenditure.
   g. Ensure that course descriptions conform to the curriculum policies and practices of the College, and that subject teachers teach within the guidelines of the course description.
   h. Meet with the Director of Learning and Teaching on a regular basis to discuss matters relevant to the Learning Area.
   i. Advise teachers on appropriate content and methodology within the subject and Learning Area.
   j. Identify appropriate professional learning activities for Learning Area staff and foster a professional learning culture with the Learning Area.
   k. Encourage and ensure that Learning Area members who attend professional learning activities report back to the Learning Area.
   l. Attend meetings of Leading Teachers as convened by the Director of Learning and Teaching.
   m. Develop a professional learning plan for members of the Learning Area in consultation with the Director of Learning and Teaching and Director of Teacher Performance.
   n. Under guidance from the Director of Learning and Teaching regularly conduct a curriculum audit and make changes as appropriate.
   o. Assist the Deputy Principal and Director of i-Learning in conducting annual review meetings with members of the Learning Area.
p. Teach classes within the Learning Area and possibly other areas of the College from Grade 7-10.
q. In liaison with the Business Manager prepare and manage budgets for ICT programmes and professional learning.

9. Work with the Director of Innovation to maintain contemporary ICT related policies for students and staff.
10. Oversee the purchase and development of all software for the College.
11. Liaise with RTG to ensure all software licensing is current and maintain software renewal and purchasing plans.
12. Work with the Director of I-Learning and other key staff to develop the 2014-2016 ICT Strategic Plan.
14. Maintain the College mobile device management (MDM) system to ensure that settings and apps are correctly distributed for iPad users and that College policies and procedures in regard to iPads are supported.
15. Be responsible for managing other ICT systems identified by the College, such as Parent/Student/Teacher Conferences, online subject selections for example.
16. Member of the College’s ICT Operations Committee.
17. Other duties as requested by the Director of I-Learning.

Experience and Qualifications

It is anticipated that the e-Learning Coordinator would have or obtain, the following:

- Teaching qualifications, registration and experience.
- Demonstrated understanding of the ICT needs of an educational organisation.
- Experience and expertise in implementing systems and training in ICT to optimise learning opportunities for boys.
- Experience teaching students to Grade 10 level.
- Experience within a Catholic educational organisation.
- Attendance at appropriate professional development activities relating to role.
- Understanding of Workplace Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment and compliance with relevant procedures.

Support Staff

The e-Learning Coordinator will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Director of Learning and Teaching
- Director of i-Learning
- Business Manager
- RTG and their assigned onsite Manager
- St Virgil’s College teaching staff
Remuneration

The e-Learning Coordinator is a leadership role at the College and is remunerated at Position of Responsibility (POR) Level 2 in accordance with the St Virgil’s College Catholic Schools Award 2009.

Tenure

The e-Learning Coordinator is a full time ongoing teaching position. Positions of Leadership within the College are appointed on a three-year basis (2013-2015) subject to ongoing performance review. The initial period of appointment will be one year to bring the role into the three year leadership cycle. A performance appraisal process relating to the key selection criteria for the position will be undertaken with the Principal and Deputy Principal on an annual basis.

Key Selection Criteria

The Key Selection Criteria that will be used to select the e-Learning Coordinator are:

1. Understanding and demonstrated commitment to the Catholic philosophy and ethos of education.
2. Qualifications and experience in educational leadership and ICT management.
3. Experience and interest in the education of boys.
4. Demonstrated ability to successfully research, implement and manage ICT resources that will enhance learning outcomes for boys and the work environment of staff.

Application Procedure

Applications addressing the key selection criteria for the position of e-Learning Coordinator should be submitted to the Principal, Mr Damian Messer. Applications close on Monday November 24 2014. Please also include a cover letter and CV with details of three professional referees.

Applications to:

Mr Damian Messer
Principal
St Virgil’s College
195 Main Rd
AUSTINS FERRY, 7011
dmesser@stvirgils.tas.edu.au