



## St. Francis Xavier College Berwick & Beaconsfield

### e-LEARNING CO-ORDINATOR

The e-Learning Co-ordinator is a leadership position in the College. The e-Learning Coordinator is appointed by the Principal and is responsible to the Principal through the Deputy Principal – Mission. As a curriculum leader, the e-Learning Co-ordinator is committed to the Mission of St. Francis Xavier College and will advise in curriculum and pedagogical issues with particular attention to the use of Information Technology within teaching practices at the College. The Co-ordinator will also liaise with the College IT Manager with regard to the IT requirements of the various Learning Areas. The Co-ordinator will be responsible for the development of IT and professional development of all Staff at the College.

#### **As a Leader at St. Francis Xavier College:**

- To support and promote the Catholic ethos of the College.
- To publicly support the Leadership of the College.
- To work in an honest, open, creative and flexible manner.
- To model a collaborative style of leadership that acknowledges the valuable contribution of each member of the College community.

#### **As e-Learning Co-ordinator – Responsibilities:**

- Modelling and supporting best contemporary practice in embedding technology in teaching and curriculum design and implementation.
- Chairing the College Learning Technology Committee (LTC).
- In consultation with the College Executive, the College IT Manager and LTC, oversee the implementation of the College Strategic Plan for the development and resourcing of IT within the College. Such a plan is to be reviewed on an annual basis.
- Assist teachers in the use of existing and emerging technologies for assessment and reporting purposes.
- Implementing an IT Skills Audit for College staff.
- Preparing Skills Reports from the audits for the Deputy Principal - Mission and Learning Area Leaders.
- Audit and plan a report on the current College resources and how they are utilized.
- Preparing and delivering subject-specific or whole school professional development for staff in consultation with Deputy Principal – Mission and IT Manager.
- Liaise with the College Community Liaison Co-ordinator regarding the ongoing development of the College website.
- Attendance at Learning Area and Curriculum Leadership meetings chaired by the Deputy Principal - Mission.
- Continually exploring and updating new technologies, learning spaces, software and hardware relevant to College programs.
- Continually reviewing web and professional learning spaces to advise teaching staff of updated, useful and relevant websites and resources to enhance subject and pedagogical practices.
- Liaising with the Deputy Principal – Mission, Directors of Learning, the LTC, Learning Area Leaders and the College IT Manager to ensure that there is planned and informed IT purchase and implementation of software and hardware requirements.

- Liaising with Deputy Principal - Mission and the Directors of Learning and relevant staff in the planning of future learning environments within the College that promote enhanced and effective use of technology as a teaching tool.

**As e-Learning Co-ordinator – Administrative duties**

- Maintain an evolving vision and plan for the future development and enhancement of Information Technology throughout the school in consultation with the College LTC and College Executive.
- At their request, collate data and prepare reports for the College Executive and Directors of Learning
- Liaise with Learning Area Leaders and the College IT Manager in the preparation of subject and whole school budgets and resource allocations with regard to IT within the College.
- Provide leadership in ethical and effective use of technology across all areas of the College.
- Liaise with the IT Manager to ensure that technology structures remain most suited to the College.

The e-Learning Co-ordinator may be required to undertake other duties as defined by the College Principal from time to time.