Mount St Joseph Girls' College

e-Learning Co-ordinator

Role Description

Role Purpose

To facilitate and implement a coherent and comprehensive support structure for e-learning in the classroom environment. To identify new and emerging computer based learning technologies capable of enhancing the quality of the educational program and outcomes for all students in the College. To promote the embedding of innovative and educationally valid classroom applications of computer based learning technologies in the curriculum from Years 7 – 12.

Responsibilities

Leadership of Staff
- Work with staff collectively and individually to embed digital technology applications to support learning in all learning domains.
- Work with ICT staff to optimise infrastructure and support procedures to support learning and teaching
- Work as a member of the Curriculum Focus Group to improve student learning outcomes

Policy and Procedure Development
- Co-Ordination of review and development of policy and procedures pertinent to e-Learning
- Liase with staff members, students and parents to further develop the applications of the college intranet in order to support learning and ensure efficient communication.
- Develop policies and procedures in light of best practice in the field of learning technologies and cyber safety.

e-Learning Development and Innovation
- Remain abreast of innovation, research and best practice with respect to e-Learning.
- Network with other professionals in this field to assist with knowledge and future directions with respect to e-Learning at the college.
- Other duties as directed by the Principal

POL 2
6 x 50 minute periods per week
POL Tenure: 2009 - 2010