

**Information Communication Technology – Head of E-Learning**

**Position Description**

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***ICT Head of E-Learning***

Overview of the position

The Head of E-Learning will work to promote and foster the implementation of the College Mission Statement and the ICT strategic plan to ensure that the School is well resourced to meet the educational needs of students in the area of learning technologies.

The Head of E-Learningposition has been created in order to provide leadership and facilitate the development, implementation and evaluation of ICT strategy for the School in the area of Information and Communication Technologies that address the needs of our (K-12) teaching campuses .

The position will be directly responsible to the Principals and will work with the Head of the ELC, Senior staff, Coordinators/Convenors of Departments to develop and extend the School’s ICT Plan. This will involve liaison with the IT Manager in maintaining, developing and enhancing the School’s existing IT infrastructure, systems, hardware and software to support the educational and administrative uses of computers and other equipment, with the support of the ICT Support Staff.

The successful applicant will need to have an excellent understanding of current educational trends and pedagogical practices, current and emerging technologies, and the relationships between these. To provide in conjunction with the Directors of Learning and Teaching an educational statement which clearly identifies educational goals in the area of Information and Communication Technology.

The position will involve professional development of the teaching and administrative staff in relation to use of the systems and equipment as well as extending the use of ICT in teaching practices. It may also require some face to face teaching of ICT subjects.

The successful applicant will need strong organisation, communication and interpersonal skills to enable cross-team collaboration and to foster a service-oriented approach to supporting the educational needs of all levels of the Schools campuses.

The position involves the provision of overall management of the Schools Information and Communication Technologies and E-Learning delivery. The role works in collaboration with the IT Manager in support of E-Learning, liaising with IT and ICT providers, and may involve the oversight of any casual IT staff or consultants as required.

***Essential Duties and Responsibilities include the following:***

***The Head of E-Learning will play a major leadership role in the provision of Information Communication Technology to the Schools by:***

* Working closely with the Senior Management Teams in each school in the planning and development of the School’s technology capabilities which maximise the use of resources and services, establishing priorities through appropriate strategic and operational planning.
* Making recommendations to the Principal and the Senior Management Team regarding priorities for use of technology systems for curriculum, library and audio-visual resources, and administration.
* Leading the academic staff in an investigation of the latest thinking and resources in the area of Information Communication learning technologies.
* Identifying and providing training and support to faculties and staff on academic technology integration.
* Collaborating with Heads of Learning and Teaching from all sections/campuses of schools and teachers to develop curriculum materials and lessons that integrate technology and teach core competencies while supporting the School’s ethos.
* Instructing students directly and indirectly, including some individual teaching load/responsibility for particular IT classes. Role modelling of ICT teaching best practice to staff.
* Creating opportunities for in-house professional development of all staff and supporting and developing their confidence in the use of new technologies
* Meeting regularly with Staff / faculty regularly to establish technology goals and evaluate progress
* Maintaining and enhancing knowledge and professional development by keeping abreast of current trends in information technology and their application to the educational setting.
* Remaining alert to possibilities for innovation and the development of appropriate alliances which will advance the Schools’ position in the provision of information technology, resources and services.
* Actively engaging in creating a 21st century learning community, modelling ICT curriculum best practice.
* Promoting ethical use of technology and addressing issues as they arise
* Preparation of an Annual Report addressing progress in e-learning in relation to established short term and long term goals
* Ensuring that advice provided in educational matters, particularly e-learning is accurate and timely.
* Setting of annual goals for e-learning relating to curriculum, students and staff and submit to the Director of Learning and Teaching

***The Head of E-Learning will work collaboratively with IT Manager to develop strategies for the delivery of ICT and ensure the smooth operation of the School computing facilities by:***

* Identifying the maintenance and support needs for all infrastructure, hardware and software used by faculty, staff and students
* Identifying, acquiring and maintaining hardware, software and network applications to support strategic planning of Schools.
* Collaborating with the centralised Administration Centre to oversee management of all related technology equipment, including peripherals (printers, data projectors, etc.)
* Modelling the use of equipment and oversees training of school staff in usage
* Ensuring the effective operation of all information and communication systems including the current Computer Network, Resource Centre, Phone and Audio Visual systems.
* Collaborating with staff and community members to develop, implement and oversee policies pertaining to the use of ICT eg adherence to IT Acceptable usage policy in the school.
* Regularly meeting with the Principal and Heads of Department to ensure clarity of communication, prioritisation and ongoing management of School’s ICT plan

***The Head of E-Learning will work to ensure that the department is characterised by a service oriented approach toward students, staff, management and parents by:***

* Seeking new technologies and methodologies to enhance students’ experiences and understanding
* Keeping abreast of current and emerging educational practice and trends in Information and Communication Technologies, circulating information to staff, facilitating discussion and assessing applicability for the College.
* Reading current literature and holding current membership of an appropriate education technology professional organisation
* Reporting back to relevant department on findings, ideas, issues
* While the Head of E-Learning is responsible to the Campus Principals (including formally reporting on ICT strategic outcomes to Campuses both separately and collectively) he/she also reports cyclically to the Senior Management Teams and Directors of Learning and Teaching with whom they liaise closely.
* The Head of E-Learning is a member of the Curriculum teams of each Campus. The Head of E-Learning will attend Executive meetings once a term and more regularly as required.
* It is expected that the Head of E-Learning will contribute to College Publications and will promote the development of new technologies in the wider community.
* Attendance at evening functions and meetings of a general nature concerning the College will be required.
* Preparing and maintaining documentation of all forms of Information and Communication Systems in the delivery of ICT including, School Computer Network, Resource Centre, Interactive White Boards and Audio Visual systems as they are currently in operation within the College.

***The Head of E-Learning will make recommendations concerning the financing and the provision of information technology for the School by:***

* Providing advice on emerging technologies, particularly information and communication technologies that enhance curriculum pedagogy and reviewing the ICT strategic plan.
* Working with team members of the Information and Communications Technologies Unit to develop strategies which will ensure the most effective use of resources and services for all staff.
* Preparing, monitoring and evaluating an ICT budget in these areas.
* Liaising with the IT Manager in securing adequate resources and monitoring their effective and efficient use.
* Managing and accepting responsibility for the information and communications systems.
* In collaboration with the IT Manager preparing a maintenance and operations budget for each area of operation as particularly related to ICT delivery in the Schools
* Developing strategies for updating technology to maximise benefit and minimise total cost of ownership

**Conditions of Appointment**

* Commitment to the educational philosophies and values of the School is expected. Performance of duties as expected from the School’s Code of Conduct. ***Comply with School Committee of Management and Occupational Health and Safety policies and procedures by:*** *f*ollowing School Committee of Management policies as required, Following safe working procedures developed for the School; Reporting any hazards identified throughout the school to the OHS Representative; Complying with purchasing guidelines for health and safety when ordering plant, equipment and chemicals
* The term of appointment for the position will be for three years with a period of six months’ probation.

***Professional Review***

This Position Description is intended as a framework and will be reviewed in the first year of implementation.

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at that point in time. An appraisal will take place in the second year.