



Caroline Chisholm Catholic College Position Description – Director of Innovation & Digital Learning

POSITION CLASSIFICATION:

Teacher: Position of Leadership Level 4

REPORTS TO:

Deputy Principal (Learning & Teaching)

The Director of Innovation & Digital Learning is responsible to support teachers in effectively integrating technology into their teaching practice. This role oversees leading and promoting innovative technologies for use in education as well as e-safety. It is a strategic link between our platforms and the teaching staff and students to ensure we have programs, and technology resources that meet our needs.

Duties

Digital Learning

- Collaborate with Deputy Principal (Learning & Teaching) to lead and contribute positively to the development of digital technologies in teaching and learning
- Facilitate the educationally valid use of digital technologies and digital curriculum materials by teachers and students, across all faculties and learning areas
- Create and maintain appropriate materials to support all areas of the curriculum including technology tips
- Facilitate the development and implementation of an ICT strategy which aligns with the College's strategic plan
- Develop and maintain a repository of educational technology resources
- Partner with external organisations, other stakeholders, and educators to bring innovative technology platforms to the College
- Organise and provide technology advice/sessions for parents in liaison with the Deputy Principal of Student Wellbeing & Engagement
- Provide software troubleshooting assistance to staff and students
- Represent the College and participate as a member of internal and external committees and organisations
- Contribute to the change management process to ensure that digital learning innovations translate into improved teaching and learning practices
- Identify digital learning innovations in the evolving environment that will enhance student learning experiences and outcomes
- Use technology to accelerate and support learning

Innovation

- Design, implement and manage physical and virtual learning spaces that integrate traditional library and ICT resources with progressive and innovative services
- Investigate and incorporate automation and AI functions into the College processes to improve users' experiences
- Collaborate with the Director of Staff Development to develop innovative professional programmes for staff and students

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- Support teaching and Leadership staff to create programmes that develop inquiry learning and use of collaborative tools

Research and Communication

- Liaise with Wellbeing team, around policy development and implementation of safe and responsible online behaviours
- Collaboratively research current and emerging technologies
- Evaluate and implement suitable e-safety resources
- Work collaboratively with the Deputy Principal (Learning & Teaching), Director of Curriculum, Head of Departments and Directors of Campus to develop and support curriculum using innovative technologies
- Liaise with specialists and consultants with specific expertise to ensure that College practices are innovative and reflect contemporary learning environments

Staff Training

- Collaborate with the Director of Staff Development around emerging technologies and innovation programmes for teaching staff
- Induct new staff and students in specific digital technologies skills
- Liaise with Heads of Learning to identify technology focus areas and offer technology support to staff as required
- Attend Faculty meetings and CAD meetings to provide updates around technology innovation, infrastructure developments and requirements for teachers in their learning spaces
- Support teaching staff to ensure they maintain adequate skills in the application of digital learning and evaluation technologies
- Ongoing support and training for staff in areas of expertise with the integration of technology

Other duties as directed by the Principal

Selection Criteria

- Tertiary qualifications and/or experience in ICT Management, Digital Learning or Strategic Innovation
- Experienced in the development and implementation of information and learning technologies
- Possesses high level knowledge and understanding of System and Network administration
- A commitment to Catholic Education including accreditation to teach in a Catholic School or a commitment to attain registration within 2 years of the appointment.
- Holds a current registration with the Victorian Institute of Teaching
- Excellent leadership, management, interpersonal and administrative skills
- An ability to work within a collaborative decision-making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- Demonstrated competence in the use of ICT
- A vision for the role
- A commitment to ongoing personal and professional development
- Exhibit an ability to communicate effectively with the whole school community as well as with the wider community

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement

2022 (CEMEA).

Caroline Chisholm Catholic College is a Child Safe School.
