

e-Learning Facilitator

Position Description



Position title: e-Learning Facilitator

Reporting to: Director of Information and Communication Technology

The e-Learning Facilitator is integral to the development and implementation of Ascham's e-Learning strategy and vision for learning technology. Some teaching will be involved as the e-Learning Facilitator is required to model best practice use of technology in the classroom

Duties and Responsibilities

- Develop a framework for skills required by staff and students to enable them to be creative and productive users of learning technologies.
- Coordinate, train, and support academic staff in the use of the school's Learning Management System.
- Design and implement a framework for the development of content across departments and year groups within the school's online environment.
- Work closely with key members of the IT Department to develop and/or implement appropriate systems, hardware, and software, and ensure ongoing support of new learning technologies and learning activities.
- Assist in the planning, development, and facilitation of an ICT Professional Learning Program for all Staff. Encourage ICT professional development by initiating before or after school meetings, individual tuition, staff day presentations, staff meetings, and department meetings.
- Implement and instruct students in STEAM activities.
- Drive the use of collaborative and AI technologies within the School and initiate possible links to support curriculum development.
- Review the Dalton assignment model and identify areas where technology could complement the Dalton Plan in meaningful and creative ways.
- Deliver cyber-safety and citizenship programmes to staff and students.
- Maintain documentation, software, hardware, and other electronic resources to support and promote the use of ICT.
- Assist with the management of the student BYOD program and other learning hardware.
- Communicate the successes of teachers using technology.
- Assist in the development of policies relating to the appropriate use of technology by staff and students.
- Participate in technology and educational networks and conferences, and present at parent information sessions, staff meetings and other relevant functions.
- Undertake any other responsibilities that fall generally within the scope of e-learning as directed by the Director of Information and Communication Technology or the Director of Curriculum and Learning.
- Work in accordance with the Ascham Staff Code of Conduct
- Other duties as directed by the Director of Information and Communication Technology

Essential Criteria

- Relevant teaching qualifications and accreditation with NSW Education Standards Authority (NESA).
- A history of excellence and innovation in the classroom.
- Demonstrated capacity to lead and influence others in the adoption of effective ICT in learning.
- Passion and enthusiasm for promoting digital student learning outcomes.
- Strong people and communication skills.
- Experience and expert use and administration of a range of educational technologies including Learning Management Systems (LMS) and collaboration platforms, such as Microsoft 365 as well as other multimedia.

What you have to do to succeed

- Work collaboratively with academic staff to develop technology-rich content to facilitate and support P-12 student academic achievement.
- Assist in developing the skills, knowledge and understanding of teachers to enable digital technologies to be blended appropriately with face-to-face teaching practices within the Dalton Plan framework.
- Research emerging technologies, identify opportunities to integrate new initiatives into the school's curriculum, and drive the implementation and use of educational technology.
- Display leadership, initiative and foresight encouraging staff to embrace advanced technologies in their teaching practice.
- Be an effective problem solver who thrives on working with people and providing customer-focused support for Ascham staff and students.
- You must be able to learn new technologies quickly and encourage staff adoption in a supportive way

Name: _____

Signed: _____

Date: _____