Role Overview – Systems & Process Educator

The Anglican Schools Corporation caters for the academic, spiritual and pastoral needs of over 14,000 students in NSW, ranging in age from four to eighteen years. Through its schools, the Corporation provides high quality education delivered in a nurturing, caring, Christian environment.

The Team Leader; Systems and Process Education will lead a team that encourages, facilitates and optimizes the use of Corporation provided technological tools for resource planning and management, teaching, learning and administration across the Corporation.

The successful applicant will achieve this through assisting our users with change, helping to build a strong Corporation community committed to efficient processes, supported by innovative systems.

The following criteria will be used as a guide in determining a person's suitability for this position:

- Experience as a school Educator.
- Experience in integrating educational technology and/or in educational administration.
- Demonstrated track record of strong communication skills, innovation and initiative.
- Demonstrated track record in improving operational efficiency and change management.

The following desirable criteria will be used as a guide in addition to the essential criteria to assist in determining a person's suitability for this position:

- Expertise in the use of a school administration system like Edumate.
- Timetabling experience using software packages such as Edval.
- Experience in the use of Learning Management Systems such as Canvas.

Applications:

Applications addressing the above criteria are invited from committed Christians who should email a covering letter and CV, which will include the names and contact details of two professional referees and your current church Minister.

General enquiries and applications can be emailed to
recruitment@sasc.nsw.edu.au

The Anglican
Schools
Corporation

The Anglican Schools Corporation
Group Office Position Description

Mission
To provide affordable quality Christian education
Vision
Serving Christ by equipping students for His world

Group Office Values

The ASC Group Office is in the business of enabling our schools.

We aim to be a Christ- like people.

Our values are:
1. Accuracy & timeliness
2. Ownership of outcomes
3. Improvement
4. Courtesy

Position Title:	Systems & Process Educator
Employee Name:	
Department:	Technology Services
Responsible to:	Team Leader; Systems & Process Education
Key working relationships:	School Edumate Co-ordinators, School Canvas Co-Ordinators, School Leadership, Systems & Process Support Coordinator, Team Leader; Systems & Process Analysis
Direct Reports:	
Position Purpose:	To encourage, facilitate and optimize the use of Corporation provided technological tools for resource planning and management, teaching, learning and administration across the Corporation
Key Challenges	Assisting our users with change, helping to build a strong Corporation community committed to efficient processes, supported by innovative systems

Key Tasks	Performance Measures

Team Engagement & Communication
 	
• Engaging the user base to facilitate the optimal use of systems and workflows to improve school and global Corporation outcomes
• Being an active member of the team
	• Requests from customers are timeously actioned, with evidence of regular status updates
	• Evidence of effective working relationships with:
	   o Principals
	   o Administration Staff
	   o School Executive
	   o Teachers
	   o Group Office Staff
	• Regular visits to schools and the use of remote collaboration technology where more efficient
	• Users are seeking advice and consultancy from the incumbent and the team
	• Relevant user groups and other communication platforms are established and maintained as appropriate
	• Superior verbal & written communication skills: professional, timely & effective
	• Regular operational feedback is provided to the Manager
	• Being alert to the need for change and ensuring that the broader Group Office team is in the communication loop
	• Demonstrated ability to participate as an active team member consistent with the philosophy, values and policies of the Corporation

Professional Services • Improvement in the use of Corporation provided technological tools, resulting in improved educational, administrative and communicative outcomes through the use of innovative information systems • Educational Administration Consulting	**Edumate:** • Increased and broader use of Edumate features each year is evident across the Corporation • Advice and resources are available to facilitate training of users, which includes the development and regular updating of knowledge base articles, user guides etc. • Users are advised of new features in collaboration with Systems & Process Analysis Team • New avenues for the use of Edumate features are investigated and prepared for use in collaboration with Systems & Process Analysis Team • Users are assisted with implementing workflow design in collaboration with Systems & Process Analysis Team • Users are assisted with change management • Business as usual support requests are escalated to Systems & Process Support Team **Learning Management System (Canvas):** • Users are actively presented with the benefits of using the Learning Management System • Canvas Coordinators are identified and supported intensively evidenced by adoption • Advice and resources are available to facilitate training of users, which includes the development and regular updating of knowledge base articles, user guides etc. • Users are advised of new features in collaboration with Systems & Process Analysis Team • New avenues for the use of Canvas features are investigated and prepared for use in collaboration with Systems & Process Analysis Team

	• Users are assisted with change management • Business as usual support requests are escalated to Systems & Process Support Team **Edval:** • Facilitate timetable planning and development where required, either directly or through consultants • First level support and troubleshooting for Edval users is provided • Users are advised of new features in collaboration with Systems & Process Analysis Team • New avenues for the use of Edval features are investigated and prepared for use in collaboration with Systems & Process Analysis Team **General Professional Services:** • Advice, support and training is provided to users on available systems and processes in order that they may successfully integrate a range of technologies into teaching, learning & administration
Self Development • Position holder actively seeking to improve their ability to achieve the outcomes of the position.	• Skills continuing to improve in prescribed KPI's. • Attending relevant conferences/professional development courses where approved and appropriate
Compliance & Operations • Ensure relevant policy and procedures are followed	• Ensure information security policy is followed as it relates to the team and their work • Ensure 3rd party contractors are treated in accordance with the 3rd party ICT Contractors Policy • Ensure that the WH&S policy is followed • Support requests are prioritized, responded to and resolved in accordance with the 'Support Team Manual' (SLA) • Appropriate feedback is delivered to users at 'in progress' and 'completion' stages of support requests. • Hands-on participation in resolving requests where workload demand requires it • 3rd party vendors are followed up where service levels are not meeting the agreed requirements
Other Duties	• Other duties as directed by the CTO

Acknowledgement	
Signature of holder of Position:	
Date:	
Manager's Signature:	
Date:	