

Role Overview – Innovation Educator

The Anglican Schools Corporation caters for the academic, spiritual and pastoral needs of over 15,000 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 Innovation Educator will report to the Manager of Innovation Education and will assist in encouraging, facilitating and optimising 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 customers with change, helping to build a strong Corporation community committed to efficient processes, supported by innovative systems.

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

- Experience as a Senior School Educator, ideally with leadership experience.
- Timetabling experience using TESS Timetables (Edval), including, and not limited to building new timetables
- Experience in integrating educational technology and/or educational administrative software
- Demonstrated track record of strong communication skills, innovation, and initiative.

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 such as Edumate, including assessment markbook and academic set up
- Experience in the use of Learning Management Systems such as Canvas.
- Interest and/or experience in using educational data analysis
- Experience in presenting to school leaders

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@tasc.nsw.edu.au

Applications close Friday, 11 November, 2022



**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.

Our Values are;

Christ - we put Him first in all we do

People - our gifts, contributions and growth

Service - trusted for our accountability and commitment to quality

Innovation - striving to improve

Integrity - truth with respect and openness

Position Title:	Innovation Educator
Employee Name:	
Department:	Technology Services
Responsible to:	Manager of Innovation Education
Key working relationships:	School Edumate Coordinators, School Canvas Coordinators, School Leadership, Applications Analysts, Applications Team
Direct Reports:	N/A
Position Purpose:	The Innovation Educator, will facilitate and optimise the use of systems and processes which support resource planning and management, teaching, learning and administration.
Key Challenges	Building a strong Corporation community committed to improving educational and administrative outcomes through the use of innovative information systems.

Key Tasks	Performance Measures
Team Engagement & Communication <ul style="list-style-type: none"> Being an active member of the team (GO & Schools) to facilitate the optimal use of products, systems and workflows to improve school and global Corporation outcomes. 	<ul style="list-style-type: none"> Evidence of regular open communication: <ul style="list-style-type: none"> Administration Staff School Executive Teachers School Service Team Leader Group Office Staff Regular visits to schools. Staff seeking advice and consultancy from incumbent in planning and deployment phases. <ul style="list-style-type: none"> Relevant user groups and other communication platforms are established and maintained as appropriate. Superior verbal & written communication skills: professional, timely & effective. Being alert to the need for change. <p>Demonstrated ability to participate as an active team member consistent with the philosophy, values and policies of the Corporation.</p>
Professional Services <ul style="list-style-type: none"> Improvement in the use of Corporation provided technological tools, resulting in improved educational, administrative and communicative outcomes using innovative systems & processes. 	Edumate: <ul style="list-style-type: none"> Increased and broader use of Edumate features each year is evident across the Corporation. Advice, training and knowledge base resources are available to facilitate training of customers. Customers are advised of new features. New avenues for the use of Edumate features are investigated and prepared for use. Customers are assisted with change management and workflow design. Customer support requests are followed through and managed with the appropriate team resources. Relevant group discussion and development days are arranged for faculties and wider groups.

<ul style="list-style-type: none"> • Curriculum & Educational Administration Consulting. • A suite of standardised documentation is built to share systems & process knowledge across the Corporation 	<p>Learning Management System (Canvas):</p> <ul style="list-style-type: none"> • Increased and broader use of LMS features each year is evident across the Corporation. • Advice, training and knowledge base resources are available to facilitate training of customers. • Customers are advised of new features. • New avenues for the use of LMS features are investigated and prepared for use. • Customers are assisted with change management and learning design. <p>Edval:</p> <ul style="list-style-type: none"> • Facilitate timetable planning and development where required, either directly or through consultants. • New avenues for the use of Edval features are investigated and prepared for use. • First level support and troubleshooting for Edval users is provided. <p>General Professional Services:</p> <ul style="list-style-type: none"> • Advice, support and training is provided to customers in order that they may successfully integrate a range of technologies into teaching, learning & administration. • General advice, support and training is provided to customers on a range of curriculum and educational administration matters.
<p>Self-Development</p> <ul style="list-style-type: none"> • Actively seeking to improve self-ability to achieve the outcomes of the position 	<ul style="list-style-type: none"> • Skills continuing to improve in prescribed KPI's. • Attending relevant conferences/professional development courses where approved and appropriate.
<p>Compliance & Operations</p> <ul style="list-style-type: none"> • Ensure relevant policy and procedures are followed 	<ul style="list-style-type: none"> • Ensure that the WH&S policy is followed. • Support Team Manual is followed as relevant to position. • 3rd party vendors are followed up where service levels are not meeting the agreed requirements. • Ensure information security policy is followed. • Ensure that the data retention policy is followed. • Ensure 3rd party contractors are treated in accordance with the 3rd party ICT Contractors Policy. • Ensure that change management procedures are followed.
<p>Other Duties</p>	<ul style="list-style-type: none"> • Other duties as directed by the Manager or CTO.

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