



Director of Digital Technology

Role Description

POL:	4
Time Release:	24.5 periods (FTE 0.59)
Reporting to:	The Principal
Appointment	4 Years (2019 to 2022)
Period:	Formal Appraisal will be conducted in Semester 1 of 3 rd Year
Scope:	Whole of the school

The position of Director of Digital Technology is a senior leadership position in the College and is part of the Leadership team, which consists of: Principal; Deputy Principal Staff, Staff Development and Community; Deputy Principal Student Wellbeing and Operations; Business Manager; Director of Catholic Identity and Mission; Director of Learning and Teaching; Director of Digital Technology; Operations and Wellbeing Leader – St Paul's campus; and Operations and Wellbeing Leader – Kildare Campus.

The Director of Digital Technology will work to ensure that the College is well resourced to meet the educational needs of students in the area of e-learning technologies and that the College advances in its strategic direction in the area of new technologies. The Director of Digital Technology shares the co-responsibility with the Principal for the implementation of the ICON as well other information technology based initiatives from the Catholic Education Commission of Victoria, Diocese of Sale Catholic Education Limited as well as, VCAA, the State and Federal Governments.

As a member of the College Leadership Team the Director of Digital Technology assists and supports the Principal in all aspects of College leadership. Together with other members of the College Leadership Team the Director of Digital Technology is responsible for implementing the College's Strategic Plan and ensuring that the Catholic identity of the College and Marist charism is sustained and nourished.

Team Memberships:

- College Leadership Team;
- Policy and Development Team;
- Information Communication and Technology Leadership Team (Chair);
- I Information Communication and Technology Management Team (Chair)
- Learning and Teaching Team;
- Professional Development Team;



The Director of Digital Technology will lead and collaborate with the following positions:

- College's Information Technology Managers; and
- ICT Help Desk staff.

The Director of Digital Technology will offer support and collaborate with the following positions:

- Faculty Leader/Coaches.

Members of the Lavalla Catholic College Leadership Team will actively:

- Promote the mission and Catholic ethos of the College;
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the Marist Charism;
- Collaborate with all members of the Leadership Team to creatively implement the strategic goals of the College;
- Model a leadership style and approach which reflects one that is based on a model of Christian service;
- Publicly support the leadership of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College Leadership Team;
- Provide opportunities for staff input into the College Leadership Team's considerations and provide appropriate and regular feedback;
- Represent the College in external forums; and
- Deputise for other members of the College Leadership Team as required.

Senior Leadership Professional Obligations:

- Be an active member of Senior College teams, as directed by the Principal;
- To make a professional contribution to educational bodies outside of the College; and
- To maintain professional working relationships with other schools.

Legal Compliance and Policy Development:

- To ensure that all College policies relevant to the area of leadership are in compliance with the law and meet government statutory authority expectations;
- To be aware of and to adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and
- To ensure that, on a regular basis, all policies relevant to the area of leadership are reviewed and ratified by the College Advisory Council.

Essential Criteria:

The appointee will have excellent academic teaching qualifications, experience, relevant professional development and a strong commitment to Catholic education as well as leadership and education experience in a Catholic secondary school.



Key Selection Criteria:

All staff seeking positions of leadership should demonstrate:

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Ability to articulate the vision of the College and to inspire a wide range of people in order to initiate programs, events and developments.
- Have a proven record of success as a secondary teacher, with an extensive knowledge of current educational theory and practice;
- Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position;
- Well-developed skills including strategic planning, decision-making, problem solving, interpersonal, time- management and communication.
- Capacity and willingness to undertake their role with flexibility;
- Highly developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities;
- Appropriate qualifications and experience to lead in this area;
- A strong commitment to continuous improvement in personal practice; and
- A willingness to represent Lavalla Catholic College in a public forum.

Child Protection

Lavalla Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Lavalla Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Lavalla Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct

Key Responsibilities

Director of Digital Technology has major responsibilities in the areas of:

Learning and Teaching

In collaboration with relevant staff and groups to:

- Provide leadership in the development, promotion and implementation of learning strategies that utilise a wide range of digital technologies and tools;
- Promote the use of technology as a tool that supports the differentiated classroom;
- Work alongside teachers in a classroom environment to model and successfully integrate digital resources and technology in a creative and dynamic manner;
- Research and investigate creative and compelling ways to integrating ICT into everyday learning environments to engage the learning of students and teachers;
- Promote and model effective communication and collaboration among stakeholders using digital-age applications;
- Assist Faculty Leaders/Coaches and teachers to create ICT rich units of work;



- Advise and assist teachers to develop programs to teach: ethical use of information communication technologies (laptops, phones and other devices), cyber citizenship, cyber-safety and social networking;
- Adhere to and communicate copyright, privacy as well as other laws and guidelines pertaining to the distribution and ethical use of all resources;
- Where appropriate, assist students in their personal use of technology to enhance learning outcomes; and
- Promote the use of digital technologies for global communication and connectedness to support learning;

Staff Professional Development

In collaboration with relevant staff and groups to:

- Develop individual professional learning plans to support innovative use of digital technologies in learning and teaching;
- Oversee the planning, implementation and evaluation of effective 'in house' professional learning to meet the learning plan goals of staff with respect to the use of digital technologies to support learning;
- Assist in identifying appropriate staff professional development opportunities in relation to learning technologies;
- Promote, model and collaborate to ensure policies and practices supporting safe, legal and ethical use of digital information and technology are paramount for the whole College community;

Planning and Management

In collaboration with relevant staff and groups, but in particular Director of Learning and Teaching and Business Manager to:

- Provide leadership and direction as appropriate to the ICT Managers and Helpdesk Team;
- Ensure the introduction of ICON is undertaken in an efficient and effective manner;
- Lead an ongoing process to first develop and then implement and communicate a Digital Learning Strategic Plan aligned with the College Mission and Goals;
- Assist the College in taking a systematic and planned approach to using technology to support learning, including the use of the learning management system (LMS);
- Lead research on potential digital learning solutions and digital learning trends in education to develop future planning;
- Provide advice to the Leadership Team with respect to effectively resourcing learner-centred environments equipped with technology and learning resources to meet the individual, diverse needs of all learners;
- Prioritise projects undertaken by ICT Managers and other related staff;
- Work collaboratively with the ICT Managers to ensure the digital infrastructure and resources available best support the learning outcomes of students;
- Collaborating with staff and community members to develop, implement and oversee policies pertaining to the use of Digital Technologies;
- On behalf of the Principal working with the ICT Managers, Business Manager and Directors of Learning and Teaching ensure appropriate documentation is kept up to date with regard to: infrastructure; licences; documentation for users – BYOD requirements, Howtos, Parent Portal.



Coordination of College technology device provision to students

- Coordinate in tandem with the ICT Managers programs provisioning technology devices e.g. BYOD – for both laptops and tablet devices - and associated requirements to individual students.
- Provide advice to parents and students in regard issues and concerns associated with these programs.

Digital Technology Leader/Coach

- The Digital Technology Curriculum is well documented and is consistent with Diocesan Guidelines;
- The Digital Technology Curriculum is delivered effectively and is relevant, differentiated and challenging;
- Assessment and reporting of learning outcomes are consistent with College Policy;
- The distribution of resources/information to staff;
- Digital Technology teachers have regular meetings;
- The Digital Technology faculty has up to date and relevant resources; and
- Appropriate filing and storing of resources.

Other

- Regular communication with the community in College publications on matters relating to this role;
- Creation and management of all related budgets;
- Conduct Annual review Meetings of selected relevant staff;
- Liaising with all relevant external parties in relation to IT and E Learning;
- The Director of Digital Technology may be required to work and to attend planning meetings at times during the school holidays; and
- Perform other duties as may be required by the Principal.

All applicants should note that this role description is not intended to be a prescriptive document and therefore will change as the position develops and forms.

Role Description Updated 17 October 2018 by John Freeman