



<p>Title of Position: Child Care/Preschool/School Improvement Coordinator</p> <p>Classification Code: Education Act 9(4) or Children's Services Act 12(1) \$79181 (PCO4) PSM Act Conditions</p> <p>Type of appointment: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Tenure <input type="checkbox"/> Other</p> <p>Tenure: 27 January 2005 to 23 January 2008 (3 years)</p>	<p>Agency: Department of Education and Children's Services</p> <p>Division: Office of Learning and Service Delivery</p> <p>Branch: Aboriginal Lands' District Anangu Education Services, Folland Avenue, Northfield</p> <p>Position Analysis: Originated by Chief Executive</p> <p>Position Number</p> <p>Funding Source State <input checked="" type="checkbox"/> Commonwealth <input type="checkbox"/> Other <input type="checkbox"/></p>
<p>Eligibility Persons who meet Department of Education and Children's Services requirements and who are employed by the Department as teachers, including contract and TRT, on any date during the period applications are being accepted for this position (that is from the date of issue of the circular to the closing date for application for the position) are eligible to apply for this vacancy.</p>	

Job and Person Specification Approval

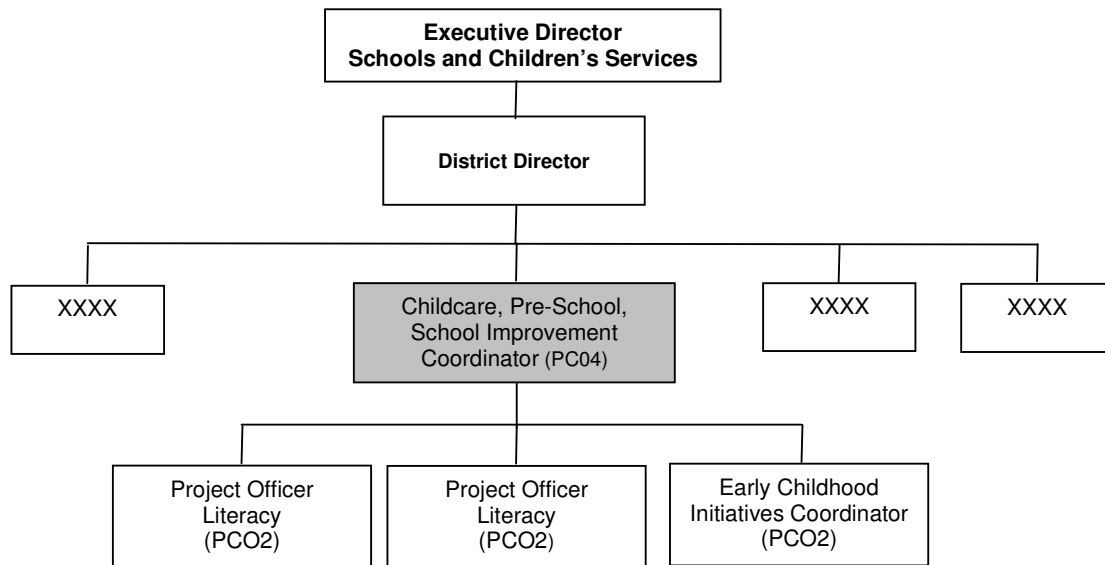
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CEO or Delegate

JOB SPECIFICATION

<p>1. Summary of the broad purpose of the position and its responsibilities/duties.</p> <p>The Child Care/Preschool/School Improvement Coordinator is accountable to the District Director for:</p> <ul style="list-style-type: none"> • supporting children's services leaders, preschool directors and principals in the highly effective and efficient operation of sites in the local district • developing and implementing a range of government, district and departmental initiatives, strategies, policies, practices and procedures • contributing to the effective and efficient operation of the district • evaluating, analysing and providing leadership on a range of educational and site related matters, including recruitment and induction of staff and appropriate curriculum to meet the needs of the Aboriginal Lands' District • ensuring the delivery and maintenance of efficient and effective work practices within the district office that are consistent with legislative responsibilities in terms of OHS&W, EO etc.

2. Reporting/Working Relationships.

Reporting lines are as follows:



- Responsible to the District Director, Aboriginal Lands.
- Work in close consultation with the Coordinating Principal, Aboriginal Lands' District schools, the Pitjantjatjara Yankunytjatjara Education Committee and Maralinga Tjarutja to ensure clarity and consistency of approach to all curriculum issues.
- Work in team settings with Principals, Aboriginal Lands' District Curriculum Project Officers, school staff and community representatives to implement the identified curriculum programs.
- Leadership and line management role of the Adelaide based Curriculum Project Officers.
- Work in close collaboration with Human Resources in staffing processes.

3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

Travel:	Extensive intrastate and interstate travel as required
Out-of-hours:	Significant out of hours work will be required
Location:	Aboriginal Lands' District – Anangu Education Services, Adelaide Office
Performance targets:	The incumbent will be required to achieve performance targets that are negotiated and mutually agreed with the District Director
Conditions:	PSM Act recreation leave conditions

4. Statement of Key Outcomes (Group into major areas of responsibility / activity and list in Descending order of importance)

- 4.1 Contributes to and assists the District Director and other district staff in designing a range of approaches to implement across government and departmental initiatives, strategies, policies, practices and procedures to achieve high performance outcomes for children's services, preschools and schools in the district by:
- exercising initiative and judgement in planning and coordinating support that assists children's services, preschools and schools to successfully lead and manage their site or service
 - evaluating the existing curriculum and learning approaches to achieving high performance outcomes
 - participating in a range of district committees

- 4.2 Contributes to and assists the District Director to support children's services leaders, preschool directors, principals and governing bodies in highly effective and efficient operation and performance of sites including the provision of support by:
- managing the implementation of the DECS improvement and accountability framework and supporting preschools and schools to improve learning outcomes and site effectiveness
 - developing strategies for improving learning outcomes for young children and students
 - implementing a range of strategies for community participation and consultation
 - developing and implementing a range of initiatives to meet departmental and district objectives
 - managing the resolution of complex issues
 - assisting in financial and resource management
 - supporting sites in the development and application of continuous improvement strategies, including the effective use of data
 - implementing support and intervention strategies in cooperation with DECS units and services and outside agencies
- 4.3 Contributes to and assists the District Director in the effective and efficient operation of the district including the provision of support by:
- contributing to the strategic planning processes of the district
 - planning, implementing and evaluating the Adelaide based components of the Aboriginal Lands District recruitment and induction programs, and supports in-school induction of new staff
 - line managing the Adelaide based Aboriginal Land's District curriculum officers
 - coordinating the development, implementation and evaluation of R-12 curriculum across all Aboriginal Land's District schools, coordinate activities of all curriculum officers and the Aboriginal Lands' District curriculum directions of Leaders meetings
 - chairing selection panels for principal, preschool directors and other positions as required
 - collating and disseminating advice and information to children's services, preschools, schools, parents, students and the local community
 - the development, planning and successful operation of professional development for children's services, preschools, schools and children's services within the district
 - establishing and maintaining effective networks within and between children's services, preschools, schools, state office and other relevant bodies, authorities and community groups
 - acting as executive officer to peak district groups as required
- 4.4 Undertakes evaluation, analysis and synthesis of data in order to provide advice on a range of care and education matters
- Reporting on the effectiveness of curriculum and learner outcomes across the district
 - Identifying approaches to disseminate information to customers and stakeholders about the achievements, standards and outcomes of learners within agreed protocols
- 4.5 Ensures the delivery and maintenance of efficient and effective work practices within the district office that are consistent with legislative responsibilities in terms of OHS&W, EO etc.

5. Authority

Departmental delegations and policies define levels / limits of authority in relation to finance, human resources and administrative requirements.

6. Position Challenges/Context

This position will make a significant contribution to achieving the desired outcomes and priorities of the Department within the District. The Childcare/Pre-school/School Improvement Coordinator will assist the District Director and other key district staff to contribute to the development of a culture of high performance within all DECS Sites and Services across the District.

Acknowledged by occupant /...../.....

PERSON SPECIFICATION

Essential Requirements (Those characteristics considered absolutely necessary).

Educational/Vocational Qualifications

An appropriate Tertiary Qualification in the field of teaching, psychology, speech pathology or other behavioural science.

Personal Abilities/Skills

- Demonstrated ability to provide effective educational leadership and facilitate continuous improvement processes in a diverse range of care and education contexts
- Ability to lead and manage staff to achieve individual and team outcomes
- Demonstrated ability to work collaboratively in a team environment and maintain effective working relationships with a diverse range of people
- Demonstrated ability to achieve outcomes through effective time management and workload under limited supervision
- Demonstrated ability to effectively communicate with a diverse range of people in an appropriate and efficient manner
- Demonstrated ability to recognise and resolve conflict constructively using techniques that are relevant and appropriate for the situation
- Demonstrated ability to use statistical thinking and evaluation skills to assess projects, policies and staff performance

Experience (including community experience)

- Demonstrated experience in leadership and management of change to achieve agreed outcomes.
- Demonstrated experience in managing people and projects to achieve performance outcomes
- Demonstrated experience in the preparation of both oral and written communication for a broad range of audiences
- Demonstrated experience in planning and evaluating projects
- Demonstrated experience in developing and maintaining effective networks, alliances and operational relationships with internal and external customers and stakeholders

Knowledge

- High-level knowledge of Departmental policies and legislative requirements pertaining to Children's Services and public education
- High-level knowledge of current trends and issues in the learning needs of Aboriginal students or students from non-English speaking backgrounds
- High-level knowledge of leadership principles and implications for practice
- High-level knowledge of evaluation principles and practice
- Knowledge of relevant legislation pertaining to OHSW and EO

For further information contact:

Mr Richard Costi
District Director, Aboriginal Lands
Ph: 8359 4626

Application:

Three (3) copies of your application, addressing the person specification, and a maximum of five (5) pages including curriculum vitae, and the name and contact numbers of three (3) referees (including current line manager), should be sent to:

Mr Richard Costi
District Director, Aboriginal Lands
87-101 Folland Avenue
Northfield 5085

to reach the office no later than 5.00pm on Thursday _____ 2004.