

EDUCATIONAL TECHNOLOGIES LEADER (ELC-12)

This document is to be read in conjunction with the Teacher Duty Statement.

Position Description

Function

The Educational Technologies Leader provides strategic and operational leadership of learning technologies across the College, with a focus on learning management systems, artificial intelligence, digital pedagogy, and the exploration of emerging technologies. The Educational Technologies Leader plays a critical role across all campuses in supporting the effective integration of educational technologies into learning and teaching practice, enabling the College to deliver a contemporary, innovative, and high-quality learning experience in line with the strategic plan. The Educational Technologies Leader also contributes to building staff capacity in the effective and ethical use of digital technologies. The Educational Technologies Leader will spend time on each campus on a regular basis in the performance of this role.

Tenure

This position of additional responsibility (PAR) has a 3-year tenure.

Conditions

This position of additional responsibility attracts leadership points as per the current Lutheran Schools SA Enterprise Agreement.

A time allowance of approximately 0.6FTE is provided to fulfil the responsibilities of the position.

Line Management

This position directly reports to the Director of Learning & Wellbeing ELC-12 and works closely with the IT Manager and IT Team.

Essential Characteristics

Education & Qualification

- South Australian Teacher Registration
- LEA accreditation appropriate for the role
- Post-graduate qualifications in Education or Digital Technologies (desirable)

Knowledge & Experience

- Knowledge and understanding of current and emerging learning technologies and contemporary research, practices and educational trends relating to educational technology.
- Experience in leading staff, projects, and/or educational change.
- Capacity to create partnerships with institutions and organisations beyond the educational environment.

Personal Qualities

- Demonstrates alignment with the College values:
 - **Integrity** (Our actions align with our words, even when it is difficult).
 - **Courage** (We embrace challenge and take healthy risks).
 - **Aspiration** (We strive for continuous growth and improvement).
 - **Care** (We show respect and kindness to ourselves and others).
 - **Connection** (We welcome, include and appreciate others).
 - **Grace** (We show humility, gratitude and forgiveness).
- Motivates and influences through exceptional communication and collaboration.
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge.
- Openness to change and improvement
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.
- Contemporaneous approach to curriculum and teaching and learning.

Positional Responsibilities

Assume the professional responsibilities of a Teacher as outlined in the Teacher Role Description.

1. Leading Innovation

- 1.1 Develop and lead the implementation of the College's Educational Technologies Philosophy, in collaboration with the Director of Learning & Wellbeing ELC-12 and Campus Principals.
- 1.2 Explore emerging educational technologies and their potential to enhance teaching and learning.
- 1.3 Model and share high-quality, evidence-informed, contemporary use of educational technologies that align with the College's strategic plan and teaching and learning priorities.
- 1.4 Identify and recommend strategic and operational priorities relating to educational technologies, inline with the College's strategic plan.
- 1.5 Support and lead colleagues in the experimentation, evaluation and implementation of educational technologies.
- 1.6 Lead pilot programs and projects relating to educational technologies, evaluating their impact on teaching and learning.
- 1.7 Monitor developments in educational technology, digital pedagogy and artificial intelligence to inform future planning and decision-making.
- 1.8 Develop connections with external industries and organisations that enhance learning experiences and outcomes for students.
- 1.9 Represent the College as a member of external committees, professional associations and educational networks.

2. Leading Digital Literacy & Citizenship

- 2.1 Lead initiatives that strengthen students' digital literacy and citizenship ELC-12.
- 2.2 Oversee the educational aspects and implementation of the College's device programs across all campuses, in collaboration with the IT Manager, ensuring alignment with the College's Educational Technologies Philosophy.
- 2.3 Lead the Year 7 Laptop Induction Program and new student technology induction programs throughout the year.
- 2.4 Oversee the implementation, review and ongoing development of the College's Artificial Intelligence Policy.
- 2.5 Develop and promote frameworks for responsible, ethical and safe use of digital technologies by students.
- 2.6 Collaborate with Faculty Leaders, School Learning Leaders and Primary Phase Leaders to identify opportunities for the development of students' digital literacy and digital citizenship.

3. Leading Digital Pedagogy

- 3.1 Lead the development of evidence-informed approaches to digital pedagogy that align with the College's teaching and learning priorities, educational technologies philosophy, and strategic plan.
 - 3.2 Lead professional inquiry into emerging educational technologies and support teachers to critically evaluate and implement these into their teaching.
 - 3.3 Promote the use of educational technologies in ways that support effective learning and collaborate with Faculty Leaders, School Learning Leaders and Primary Phase Leaders to integrate digital technologies into the design of learning, instruction, and assessment.
 - 3.4 Develop staff capability in integrating educational technologies in their teaching in ways that are effective, ethical and aligned with teaching and learning priorities.
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- 3.5 Provide leadership in the selection, implementation and evaluation of learning technologies used across the College and make recommendations for continuous improvement.

4. Leading Learning Management Systems

- 4.1 Oversee the operation and continuous improvement of the College's Learning Management Systems in consultation with relevant leaders of learning and the IT Manager.
- 4.2 Support staff in meeting expectations for the effective and consistent use of Learning Management Systems across the College.
- 4.3 Lead staff training in the College Learning Management Systems, including new-staff induction and ongoing professional learning throughout the year.
- 4.4 Monitor and evaluate staff, student and parent engagement with Learning Management Systems and recommend improvements.
- 4.5 Collaborate with Faculty Leaders, School Learning Leaders and Primary Phase Leaders to ensure Learning Management Systems effectively support curriculum delivery, assessment and semester reporting.
- 4.6 Develop and maintain user guides, resources and support materials that support the effective use of the Learning Management Systems.
- 4.7 Support the development of learning analytics processes by leveraging the functionality of the College's Learning Management Systems and other educational technologies

5. Leading People & Culture

- 5.1 Lead in a manner that supports the College's vision and role models the College's values framework.
- 5.2 Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and beyond the College community.
- 5.3 Facilitate professional learning across the College to support staff to engage with educational technologies and grow in their digital capability.
- 5.4 Provide coaching, mentoring and just-in-time support to staff in the effective integration of educational technologies into teaching and learning.
- 5.5 Foster a culture of innovation and improvement in relation to educational technologies.
- 5.6 Work collaboratively with the IT Manager and the IT Technical Team to ensure educational technologies effectively support learning and teaching priorities.

Performance Appraisal & Review

1. The Educational Technologies Leader (ELC-12) is accountable for and appraised annually on the basis of the following:
 - Executing the responsibilities outlined in this duty statement.
 - Developing and implementing the College's Educational Technologies Philosophy in alignment with the Strategic Plan and teaching and learning priorities.
 - Leading innovation in educational technologies, including the exploration, evaluation and implementation of emerging technologies that enhance teaching and learning.
 - Building staff capacity in the effective, ethical and evidence-informed use of educational technologies
 - Developing students' digital literacy and digital citizenship
 - Leading the effective operation of the College's Learning Management Systems
 - Overseeing the implementation and ongoing review of the College's Artificial Intelligence Policy.

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2. All roles evolve over time, and the school is regularly committed to reviewing and updating duty statements to ensure they accurately reflect each employee's contribution and the College needs. The Educational Technologies Leader (ELC-12) PAR will be reviewed on a 3-year cycle, or more frequently as appropriate.
 3. A formal appraisal process will be conducted at end-of-tenure to determine the future of the PAR and the suitability of the incumbent.