DIGITAL LEARNING SPECIALIST

OVERVIEW

The Digital Learning Specialist forms an integral element of International Grammar School's vision to further the effortless use of the School's Learning Management Systems to support teaching and learning. The role is deeply involved in the creation of rich educational media content, templates and structures for our learning communities, and champions the capture, creation and manipulation of a wide range of educational media types. The Digital Learning Specialist is strategically situated for staff and students within the IGS Bibliothèque, and supports teachers and students from K–12 in the area of multimedia and learning design.

This role actively collaborates with teaching staff to create awareness and build capability in the use of the School's Learning Management Systems (such as Canvas and Seesaw) and other digital platforms to facilitate authentic and engaging teaching and learning experiences for students.

1. KEY RELATIONSHIPS

The Digital Learning Specialist is ultimately responsible to the Principal. While situated in the Bibliothèque, they report directly to the Director of ICT.

2. RESPONSIBILITIES

2.1 Working as part of the ICT team, actively support the Director of ICT to provide Learning Management System and digital education design services to all staff and students, including but not limited to:

- design and create Canvas course pages with a view to the student user experience, and work to achieve a coherent and unified structure to the School's LMSs and curriculum offerings

- design and create assessment task templates, learning resources and multimedia products as required to support learning in classrooms

- undertake troubleshooting and research to resolve technical issues affecting students and staff with the School's LMSs

- deliver training and advice to end users on ICT applications such as Canvas and Seesaw as appropriate

- actively support and maintain the School's related ICT systems and hardware to ensure that they are secure and working to the highest possible standards

- develop, maintain and implement standard operating procedures for ICT systems and processes, with a specific focus on the School's LMS

- with appropriate notice, be available to technically support School activities and events connected to the LMS outside of normal working hours

2.2 Support ICT projects, ICT integration and data management and integrity, including those relating to the School's Learning Management Systems and Student Management System (Engage) as required by the Director of ICT, and in collaboration with the Database Manager and Head of Academic Data

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2.3 In collaboration with the Director of ICT, research current technologies within the school environment, with the focus on integrating relevant technology for improved teaching and learning

2.4 Management of the School's Learning Management Systems (LMSs), including: providing training and collaborative support, actively upskilling teaching staff, building their capability on the effective use of the School's LMSs as well as other digital technologies

2.5 Provide support to the Heads of Department and Heads of Stage in the implementation of relevant ICT-based curriculum content into classroom practice

2.6 Attend to WHS requirements and actively promote safety and the exercise of duty of care to all our students and staff.

2.7 Be conversant with the Child Safe Standards and proactive in their application in the our School context, be alert the requirements of mandatory reporter for the purposes of child protection

2.8 Understand and implement the breadth of School policies and procedures

3. QUALIFICATIONS AND EXPERIENCE

The Digital Learning Specialist will hold:

3.1 outstanding qualifications in ICT and/or graphic design

3.2 previous educational experience in supporting ICT and learning design needs in an educational context

3.3 strong ability to build teachers' capability in effectively and appropriately integrating technology, such as the School's Learning Management Systems (such as Canvas and Seesaw) into teaching and learning across a range of subjects and courses

3.4 strong knowledge of student device platforms and different forms of software

and hardware, to facilitate enhanced student learning outcomes

3.5 passion for digital learning and understanding how to use Learning Management Systems effectively in blended learning environments

3.6 expertise in the role that ICT can play in quality teaching and learning

4. PERSONAL ATTRIBUTES

To succeed in this portfolio you will have:

4.1 a collaborative style that promotes innovation and initiative

4.2 an eye for the student user experience in accessing and utilising Learning Management Systems

4.3 excellent organisational and time management skills

4.4 highly developed verbal and written communication skills

4.5 strong interpersonal skills, including the ability to respond creatively and resourcefully to the needs and aspirations of teachers at different levels of ICT competency in a positive, collaborative and effective manner

4.6 well-developed problem solving skills

4.7 exceptional personal standards of honesty, integrity and professionalism

4.8 ability to work independently and as part of a team

4.9 commitment to life-long learning, actively seeking to enhance professional knowledge and practice

4.10 capacity to embrace the School's values, culture and Code of Conduct.

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