

POSITION DESCRIPTION

JOB TITLE: Online Professional Learning Manager

JOB TYPE: Contract

CONTRACT RANGE: \$20,000 - \$27,375

SUPERVISOR/MANAGER: Executive Officer

ROLE PURPOSE:

The purpose of this position is to manage the Online Professional Learning Program that has been identified by the Council. This role involves the development of content and supporting documentation to deliver an effective online program and coordination with the office team to ensure successful delivery.

As we return back to a Covid safe environment, we have a commitment to provide our members and science teachers across NSW with high quality blended learning opportunities.

We are welcoming applications from experienced Professional Learning programmers to lead the development of our Online Professional Learning Program. This will be a contract position based on set deliverables with flexible working arrangements.

We are looking for a person who has a rich appreciation and understanding of pedagogy and adult learning, and who ideally has experience with online learning management systems.

You will be responsible for developing effective online learning courses across identified topics that reflect best practice, with a keen focus on optimising teacher development.

If you have a teaching background, online learning, instructional design or you have worked in an education setting we would welcome your application.

MAIN DUTIES/RESPONSIBILITIES:

To achieve this purpose, the position holder would

- Design, develop and deliver high-quality professional learning content for the proposed 12-month online program, including pre-recording workshop sessions, development of follow up activity and coordinating reflective sessions.
- Coordinate the upload of content for online delivery ensuring high quality branded material
- Engagement with internal and external stakeholders to ensure high quality and culturally appropriate science content and pedagogy.
- Develop any required resources and publications
- Coordination with Marketing Officer to ensure effective promotion

- Management of Information Technology for the smooth delivery of the online PL for example Open Learning.
- Coordinate reflective Zoom sessions with participants

SKILLS & EXPERIENCE

To achieve the position purpose and outcomes the position holder will need to have:

Qualifications:

- Relevant tertiary qualifications or equivalent experience

Skills and Experience:

- Experience in creating, evaluating and delivering online learning
- Solid understanding of the adult learner
- Experience with technologies and online learning management systems
- Strong interpersonal and communication skills
- Ability to work as a collaborative team member

For further information please contact eo@stansw.asn.au or phone 02 0455 046 712

Apply now with a cover letter that showcases your experience in line with the requirements of this role as outlined above.

Applications close – March 7, 2021

Applications which are submitted without a cover letter and CV will not be considered.