

# Marist-Sion College Position Description



*In a special way, our school administrators are challenged to be people of vision: to articulate and live by our core Marist values and lead others in living by them. More than anyone else, they are the Champagnat figures for the school community, leading with confidence and optimism, and modelling Marist apostolic spirituality.*

*'In the Footsteps of Marcellin Champagnat', No.164*

## **DIRECTOR OF SCHOOL ADMINISTRATION**

The Director of School Administration is accountable to the Principal and responsible for the day-to-day running of the College.

As a member of the Leadership Team, the Director of School Administration provides leadership, professional example, guidance and support to the staff. The Director of School Administration engenders a high level of alignment with the College's vision, mission and policies among staff, while promoting a spirit of mutual support and responsibility.

Along with all school leaders, the Director of School Administration actively supports the College's work in faith and mission and undertakes professional learning related to these areas.

## **RESPONSIBILITIES**

The Director of School Administration is responsible for the following tasks:

### **1 ORGANISATION & COMMUNICATION**

- To be responsible for the overall co-ordination of activities affecting the daily routine of the College;
- To arrange replacements caused by teacher absences, and to arrange the printing and distribution of lessons plans of absent staff;
- To induct, supervise and support Emergency Teachers and inform Payroll of their attendance;
- To record the absences of all staff and communicate with Payroll about staffing variations;
- To manage the recruitment and deployment of Emergency Teachers and Casual Relieving Teachers, in consultation with the Principal;
- To prepare staff rosters, including yard duty, bus duty and staff briefing;
- To maintain records and prepare statistical reports with respect to leave, extras and other calendared activities;
- To prepare, co-ordinate and update the calendar of College activities (including the Meeting and Assembly schedules) in co-operation with the College Leadership Team;
- To provide advance notice of calendar dates and calendar changes to: parents (Newsletter and SMS), students (Student Bulletin) and staff;

- To co-ordinate and publicise room changes when required;
- To manage approval processes, supervision, staffing and communication related to College excursions, sporting, camp and other school activities;
- To ensure that the records of student attendance/involvement in co-curricular activities are maintained, with support from administrative staff;
- To liaise with and provide support to staff in charge of co-curricular activities, ensuring that they are aware of their responsibilities.
- In accordance with the Curriculum and the Co-Curricular Activities Policy, to monitor and provide advice regarding the breadth of offerings and scheduling of such activities;
- To organise Parent-Student-Teacher Interviews, including the booking process and organisation of rooms;
- To prepare examination timetables, in consultation with the Deputy Principal: Learning;
- To monitor student attendance systems (including rolls not marked and unexplained absences);
- To assist the Business Manager with the implementation of the College Emergency Management Plan.
- To monitor the College website and to arrange for messages on it to be updated by the Events and Publications Officer.
- To update organisational information in the electronic Staff Handbook each year;

## **2 TIMETABLING**

- Prepare College timetables, in consultation with the Deputy Principal Learning, including student options and blocking, with support from the Academic Office staff;
- Modify the timetable during the year as needed, due to staff changes, leave and other factors that arise;
- Ensure that the timetable is updated to SIMON and Synergetic as is required;
- Work with the Academic Office staff to prepare student and staff timetables for distribution, when required.

## **3 WHOLE SCHOOL LEADERSHIP**

- To contribute to the achievement of the school's mission through active membership of the College Leadership Team.
- To encourage, advise, support, monitor and, when needed, challenge staff members in regard to the conduct of their duties.
- To assist with the strategic planning, policy review and the preparation of the College's Annual Report
- To actively support the ethos of the College and its faith life.
- Other duties assigned from time to time by the Principal

## **CLASSIFICATION**

Full-time teacher; POL4

## TIME RELEASE

26 lessons per 10 day cycle (40 lessons is a full load)

## SELECTION CRITERIA

### 1 UNDERSTANDING OF AND COMMITMENT TO CATHOLIC EDUCATION

- Awareness of key issues facing contemporary secondary schools;
- Understanding of the mission of Catholic schools;
- Strong support for the ethos of Catholic schools.

### 2 ORGANISATIONAL SKILLS

- Excellent organisational abilities;
- Attributes including reliability, thoroughness and efficiency.

### 3 LEADERSHIP QUALITIES

- Strong interpersonal skills, including listening, communication and conflict resolution;
- Leadership skills, including assertiveness, delegation, mentoring and coaching;
- Analytical and problem-solving abilities;
- Ability to work as a positive team member;
- Ability to contribute to the development of procedures, policies and strategic planning.

### 4 TIMETABLING

- Ability to construct suitable blockings from student preferences;
- Ability to construct a quality school timetable and solve timetable problems.

### 5 OTHER ATTRIBUTES

- Strong capability as a classroom teacher;
- Flexibility;
- Resilience;
- Energy;
- Compassion;
- Proficiency in the use of information and communication technologies.

### 6 REGISTRATION

- Current VIT Registration, or capacity to be registered as a teacher through the VIT;
- Accreditation to Teach in a Catholic School, or similar accreditation.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Marist-Sion College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. A condition of employment is that staff are deemed to be persons suitable to work with children. Marist-Sion College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

**LAST UPDATED:** July 2017