ACADEMIC COORDINATOR

Introduction

It is intended to be premised upon other documentation viz Professional Standards for Queensland Teachers (QCT, 2006), and Brisbane Catholic Education policies, guidelines and requirements and other college requirements as determined by the Principal.

Context

The Academic Coordinators are key educational leaders within the college. They are accountable to the Principal through the Deputy Principal. They work as leaders of a team of staff and they themselves are integral members of the curriculum team. As key leaders within the college, they are expected to show initiative, be a visible presence, and be exemplary communicators within their own key learning areas and in the college community.

Key Duties

Academic Coordinators are responsible for effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks. They have a key role in the development of a positive work environment – one that is innovative and responsive to student needs. They are expected to be careful stewards of college assets and effective managers of budgets. They work with the leadership team to achieve the college vision and mission.

This Duty Statement is not intended to be inclusive of all tasks. Rather, it highlights specific duties that are considered central to the position. Specific duty statements for particular roles (such as Curriculum Coordinator – Student Development) are underpinned by this statement.
The Academic Coordinator will provide **leadership and management** in the areas of:

(a) College ethos, vision and goals
   By: **Maintaining** and **strengthening** the ethos and philosophy of the college
   **Assisting** in college planning
   **Making** informed and **positive contributions** to the planning and development of College initiatives
   **Being a positive and proactive member** of the curriculum team

(b) Personnel management
   By: **Developing positive working relationships** with and amongst colleagues
   **Being proactive** in the support of colleagues in both academic and behaviour-related matters (when the behaviour is particular to the specific subject area)
   **Supervising** performance and progress of colleagues
   **Promoting** professional development of staff
   **Inducting** new staff members
   **Assisting and mentoring** pre-service teachers
   **Participating** in appraisal processes
   **Delegating** tasks as necessary and/or appropriate

(c) Curriculum and pedagogy
   By: **Determining annual goals and related targets**
   **Setting appropriate standards and benchmarks** in curriculum areas, and analysing, preparing and presenting data to demonstrate achievements of cohorts in test and tasks, and learnings
   **Demonstrating** exemplary teaching practice
   **Recognising and catering for** a diversity of learning styles
   **Demonstrating** a thorough understanding of the syllabus requirements for all relevant subjects
   **Demonstrating** an understanding of current trends in education
   **Developing** a responsive and appropriate curriculum
   **Overseeing** the preparation and implementation of work programs, study plans and other courses of study within the relevant subject areas
   **Planning, implementing and overseeing** assessment
   **Ensuring** the requirements of QSA and V.E.T. authorities are met
   **Ensuring** student records are maintained
   **Demonstrating** a thorough understanding of the nature of learning
   **Ensuring** the provision of supportive and challenging environments that optimise learning

(d) Resource Management
   By: **Preparing and monitoring** budget
   **Planning, maintaining, building and deploying** resources
   **Taking responsibility** for textbooks and stationery requirements

(e) Communication
   By: **Representing** the relevant curriculum area/s within the college and in the wider community

   **Participating in professional activities outside the college**
   **Ensuring** that teaching resources are made available to colleagues
   **Organising** regular meetings, **circulating** information
   **Identifying and monitoring** students at risk
   **Encouraging and fostering** positive relationships with staff, students and parents
   **Being proactive** in conflict resolution.
   **Providing leadership and support** in the area of student/teacher interaction
Meeting regularly with staff
Providing the principal with minutes of curriculum area meetings

Occupational Health and Safety

Academic Coordinators are expected to ensure that Risk Management Assessments are undertaken as and when required for the safe delivery of curriculum and other activities. They are expected to be proactive in observing workplace practice, facilities and potential hazards and to report any risks to the college Business Manager.