



## Learning Systems Coordinator

**Status:** Permanent Full Time – 8:00am to 4:00pm

**Position Location:** Valley Campus, 4 The Valley Avenue, Gungahlin

**Line Management:** The Learning Systems Coordinator is responsible in the first instance to the IT Manager and will work closely with the Head of Operations and ultimately the Principal.

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

### Duties

This position is primarily responsible for ongoing management, operation and development of the School's Online Learning Management System (Schoolbox).

The responsibilities of this role are broken down into the following components:

#### Learning & Teaching

- Work with academic and support staff to develop and maintain content within the LMS (students, staff and community)
- Develop training materials and how-to guides as needed
- Provide training for staff, students and parents on use of the LMS
- Support the Interim and End of Semester reporting functions (Preschool to Year 12)
- Other duties as directed by the IT Manager and Head of Operations

#### Communications

- Develop graphics and audio visual materials for communication to the school community and when necessary liaise with external design agencies
- Collaborate with the Community Development Office to produce and distribute communications to the community
- Support communication strategies as required Head of Operations
- Maintaining branding and style guide requirements within the LMS

#### Technical

- Support accurate and continuous integration for all Learning Management Systems (e.g. Synergetic, Schoolbox, Reporting system and Library management system)
- Ensure day-to-day operational functionality of LMS
- Provide ongoing maintenance and continuous improvement of the LMS

- Support Head of Operations in developing new features within the LMS to strengthen learning and teaching functionality
- Participate in functional testing of LMS as part of system updates and upgrades
- Supervise and maintain LMS helpdesk queries noting trends and identifying areas for improvement
- Liaise with internal and external stakeholders for the effective ongoing operation of the LMS
- Onboard new staff, students and parents to the system
- Manage system access control requirements

### **Selection Criteria**

- Excellent communication skills (both oral and written) particularly within an educational setting
- Well-developed ICT technical and training skills to both technical and non-technical users
- Proven ability to develop written training materials within an educational setting
- Proven ability to work effectively, both as a member of a team and independently as required
- Demonstrated ability to set priorities and meet deadlines in a dynamic work environment

### **Qualifications**

Degree with relevant experience OR extensive experience within an educational setting OR an equivalent combination of extensive relevant experience and education/training.

### **Salary, Terms and Conditions**

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*. Salary will be determined according to qualifications and experience.

### **The Application**

Applicants should provide the following documents by email to:

The Principal  
Burgmann Anglican School  
4 The Valley Avenue  
Gungahlin ACT 2912

Email address: [employment@burgmann.act.edu.au](mailto:employment@burgmann.act.edu.au)

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

**Applications close: 9am, Monday 16 September 2019**