



Program Coordinator – Student Services

Albany Senior High School

Position number	00000059
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

Information about Albany Senior High School is available on [Schools Online](#).

Further information about the Department of Education is available via the [Department website](#).

Key responsibilities

- In collaboration with the Principal and members of the administrative team, provide educational leadership in the school and the community by developing and promoting the school vision, and encouraging school staff, volunteers from the community and others to share ownership of the school's vision and goals.
- Using effective change strategies, lead the school community to accept and develop opportunities for improved student support services.
- Facilitate workforce effectiveness and provide a role model for self-development to improve professional performance.
- Contribute to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in Student Services to ensure the effective operation of the school within department policy and guidelines.
- Manage school wide programs, and/or portfolios relating to:
 - positive behaviour and restorative practices
 - effective teaching
 - pastoral care and a combination of year or house / faction programs
 - strong attendance
 - personalised learning and documented plans
 - student wellbeing
- Undertake administrative duties related to the particular area of responsibility.

- Is accountable for the effective daily management of a designated area of responsibility.
- Liaise extensively with the Principal, Associate Principal, Deputy Principals and relevant specialist staff.
- Establish and maintain effective working relationships with students' family and internal and external stakeholders.
- Undertake a teaching role, as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage physical and financial resources.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 June 2026
Reference D26/0445848