



## Program Coordinator

### Kimberley Schools Project

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017</a> or as replaced
<b>Classification</b>	School Administrator Level 3
<b>Reports to</b>	Manager, Kimberley Schools Project (School Administrator At Level)
<b>Direct reports</b>	Nil

### Context

The Kimberley Schools Project (the Project) is a collaborative partnership between the [Department](#) of Education, Catholic Education Western Australia, the Association of Independent Schools Western Australia, the Department of Regional Development and the Regional Services Reform Unit. It provides \$25 million of Royalties for Regions funding to accelerate and intensify existing strategies to address low education outcomes in the Kimberley and underpins broader economic and social development in the region.

The Project is for a three-year duration and has four key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Better early years learning and care** - community initiatives that build on and improve existing services, and engage families as first teachers.
- **Regular attendance** – community partnerships to deliver strategies that respond to drivers on non-attendance in a particular community.
- **Increased student and community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers, as well as learning and assessment resources that are both evidence-based and tailored to the needs of Kimberley children.

The Project will be driven and coordinated by a Kimberley-based Project Team, led by the Manager, Kimberley Schools Project.

This role is based in either Broome, Kununurra or Fitzroy Crossing.

## Key responsibilities

- provides educational leadership to schools and communities by implementing and promoting the Project, and encouraging school staff, volunteers from the community and others to share ownership of the Project's vision and goals
- uses effective change strategies and leads schools and communities to accept and develop opportunities for improving educational outcomes in literacy and numeracy
- provides expert advice and support to schools in developing and implementing targeted programs, plans, strategies and approaches for improving student achievement
- provides a role model for self development to improve professional performance and provides professional leadership to school staff to improve student learning outcomes
- develops and delivers professional learning for teacher development to build capacity of staff to support school plans and strategies for enhancing learning outcomes for students
- collects, analyses and interprets quality data and contextual information to identify schools where system and school-level achievement indicate that students are not achieving appropriate standards and provides reports on recommended support required to the Manager, Kimberley Schools Project
- manages key portfolios of the Project's four key components, including allocating resources and support to schools
- contributes to the monitoring and evaluation of the effectiveness of the targeted programs, plans, strategies and approaches and develops appropriate strategies to support improvement
- liaises extensively with school staff, specialist staff, other government agencies and community providers
- may, at times, take on the role of Principal, Kimberley Schools Project.

## Selection criteria

1. Demonstrated extensive knowledge and understanding of teaching and learning practices and the ability to apply evidenced based practices to the Project's four key components.
2. Demonstrated highly developed verbal and interpersonal communication skills with the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated extensive skills and experience in the development and implementation of programs, strategies and approaches across the Project's four key components at a school, region or system level.
4. Demonstrated well developed communication and presentation skills, including experience in data management and preparing reports.
5. Demonstrated ability to provide strategic leadership, deal effectively with change, and generate and apply innovative solutions across the Project's key components.

## Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- undertake travel throughout the Kimberley region
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

## Certification

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

### ENDORSED

Date 29 May 2019  
Reference D19/0135318