

## Curriculum Support Officer

Harrisdale Senior High School

<b>Position number</b>	00043643
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

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

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

### Key responsibilities

- Provide curriculum administrative support to the Principal, Deputy Principals and teaching staff, involving student and teacher timetables, grids, class structures and adjustments.
- Maintain a range of curriculum related databases, ensuring data integrity and generate reports in a timely manner.
- Extract and generate reports on educational measurement assessments, including the National Assessment Program – Literacy and Numeracy and Online Literacy and Numeracy Assessment.
- Undertake data transfers to internal and external stakeholders, including Department of Education, School Curriculum and Standards Authority, Reporting to Parents and Interim Reports.
- Provide administrative support for reporting to parents and other school processes, including student photos, awards and certificates.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Coordinate examination rosters, venues and supervisors for examinations, including Special Exam Conditions, and collate and distribute examination material.
- Coordinate student teacher/mentoring practicums across the school.
- Coordinate and implement procedures for parent interview online booking system and subsequent Parent–Teacher interview days.

## Selection criteria

1. Demonstrated ability to provide effective administrative support and input into development, implementation and monitoring of business systems.
2. Demonstrated initiative and sound organisational skills with the ability to identify priorities and meet deadlines.
3. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
4. Demonstrated well developed computer skills, including the ability to create, operate, manipulate databases, spreadsheets and extract reports.
5. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance 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
- 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            25 May 2023  
Reference    D23/1199180