

Program Coordinator

Position number	Generic
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (Level - Various)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- in collaboration with the Principal and members of the administrative team, provides 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, leads the school community to accept and develop opportunities for improved service in the relevant area of responsibility
- facilitates workforce effectiveness and provides a role model for self development to improve professional performance
- contributes to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems
- establishes and manages administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the school within departmental policy and guidelines
- manages programs, specific curriculum areas and/or portfolios such as:
 - performing arts
 - student services, including pastoral care or a combination of year or house programs across the school
 - general school administration, including the management of school timetable processes
- undertakes administrative duties related to the particular area of responsibility
- liaises extensively with the Principal, Deputy Principals, Heads of Department/Learning Area and relevant specialist staff
- undertakes a teaching role, if required.

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:

- 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
- 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 1 April 2019
Reference D19/0140012