



Saint Ignatius' College, Riverview

Position Description

Digital Learning Facilitator

1. Role Purpose

The Digital Learning Facilitator is a teacher who works as a member of the Digital Learning Team within the Christopher Brennan Library at the College. The function of the Digital Learning Team is to deliver a broad range of educational and ICT related services to support the College's mission.

2. Role Responsibility

The Digital Learning Facilitator is directly responsible to the Head of Digital Learning and Information Services

3. Role Accountability

3.1 College Community

- 3.1.1 To contribute to the building of positive human relationships within the College community
- 3.1.2 To collaborate in team building processes within the Christopher Brennan Library
- 3.1.3 To assist in developing effective communication links within the College community
- 3.1.4 To provide support and loyalty to professional colleagues
- 3.1.5 To contribute to the provision of a welcoming atmosphere to those who use the library's facilities.

3.2 General Duties

- 3.2.1 To be part of the roster for student management duties in the library
- 3.2.2 To provide senior students with support for their research and study.
- 3.2.3 To provide advice to students on resource selection for specific assignment or learning needs
- 3.2.4 To participate in development of library policies, procedures and services

3.3 Teaching

- 3.3.1 To take 1 class within a designated faculty
- 3.3.2 To collaboratively work with teachers in general research and wide reading programs as required

3.4 Digital Learning

- 3.4.1 To participate in individual and collaborative development of digital resources
- 3.4.2 To assist with the management and effective use of the student learning portal
- 3.4.3 To support teachers within the designated faculty in their implementation of ICT and curriculum integration by providing workshops, mentoring and coaching
- 3.4.4 To advise designated faculties of methodologies for using digital technologies.

4. Qualifications

4.1 Essential

- 4.1.1 Teacher with 3 years experience in the classroom or other learning environment.
- 4.1.2 Experience with using digital media and resources for learning, proven capacity for innovation,

4.2 Preferable

- 4.2.1 Experience with working with and supporting teachers in their practice with ICT and information services.
- 4.2.2 Preferable Qualification – Masters in ICT and learning/innovation/teacher librarianship
- 4.2.3 Willing to undertake further study in online learning / teacher librarianship

4.3 Qualities

Innovative, outgoing, builds rapport easily with students and staff, service driven, excellent communication skills, “goes the extra yard”, can multi task, loves change, works efficiently, quick thinker, loves reading

5. Appraisal/Review Conditions

All staff at the College are expected to participate in a regular formative appraisal program as an integral part of their professional development each year. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.