# Southern Cross Grammar
# SchoolBox Project Manager

## School Profile

Located in Caroline Springs, Southern Cross Grammar features curriculum and pedagogy based on proven educational research combined with a global outlook. The school offers new opportunities and choices that are intellectually stimulating, progressive and exciting.

We strive to open new doors for all of our students by recognising each student's personal achievements, goals and dreams. We see what's possible and then take each student on a journey to make it a reality.

We believe in creating the very best possibilities for all of our students and look forward to our students, staff and families discovering this difference.

## Student Centred Vision

The following student attribute statement represent the collective goals of the Southern Cross Grammar Passion, Futures, Thinking and Clinical Principles and are intended to continually guide and shape the journey of our learning community.

*Be an ethical, compassionate and socially responsible citizen.*

*Have high aspirations, be curious about the world and demonstrate connectedness in a variety of ways.*

*Actively listen to others and value different points of view.*

*Understand your own talents, strengths and weaknesses, and be respectful of the rights and feelings of others.*

*Accept responsibility and demonstrate accountability for your own learning.*

*Be creative problem solvers and lateral thinkers.*

*Take risks and value mistakes as an opportunity to learn.*

*Be resilient, determined and to persevere through adversity.*

*Question, investigate and reflect upon your learnings.*

*Demonstrate leadership and entrepreneurial qualities.*

Staff at Southern Cross Grammar should not only support and guide students in achieving this vision but they should also demonstrate through action these values in all areas of endeavour.

# Position Description – SchoolBox Project Manager

| Position title | SchoolBox Project Manager |
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| Department | Teaching & Learning |
| Position reports to | Head of Middle School |
| Direct reports to position | Nil |
| FTE | 1.0 Fixed Term – for remainder of 2019 School Year with potential for extension |
| Classification / Award | Educational Services (Teachers) Award 2010 |

### Purpose of the Role

Southern Cross Grammar acknowledges the critical role of technology in developing an innovative and vibrant 21st century learning culture across its school community. The School seeks to deliver an academic program which intimately connects appropriate technology and best practice teaching to enhance the learning outcomes for our students.

This position will provide the technical management of the School's online learning platform, Schoolbox which will form an integral part of the role of eLearning at Southern Cross Grammar. The Project Manager will liaise with departments, both teaching and corporate, to ensure that SchoolBox is integrated into the school's IT network and applications providing the teaching and learning framework for staff, students and families.

Maintaining high quality communications, content development for courses and class pages within Schoolbox are key objectives for the eLearning Coordinator, in collaboration with a range of SCG staff.

The SchoolBox Project Manager will assist, guide and support teaching staff across the school, Foundation (Prep) to Year 12, to embrace and effectively integrate SchoolBox within their classroom or learning environment ensuring that the School's philosophy, policies and procedures are adhered to.

### Key Duties

Duties of the SchoolBox Manager include, but are not limited, to the following tasks:

### System Management:

- Maintain running change log of all modifications made to SchoolBox.
- Fully investigate privacy and data breach impacts prior to any development commencing and present to IT Manager for risk analysis.
- Evaluate uptake, usage and outcomes of SchoolBox through gathering and analysing data (eg. surveys, classroom visits, open forums).
- Produce tutorial guides and videos to enhance use of system by addressing key areas of uncertainty.
- Attend IT Team meetings and provide project updates to IT Manager and team.
- Manage the development and implementation of system interfaces with other school systems, including, but not limited to, Synergetic and Accelerus.
- Work cooperatively with members of the IT Team to ensure that SchoolBox is developed and operates within the school's IT structure and complies with all IT and Privacy guidelines and policies.
- Other duties as requested by the Corporate Services Manager.

**Content Development & Training**

- Collaborate with teaching staff to design sustainable, high quality learning and assessment activities within SchoolBox that incorporate sound educational design principles that are consistent with the school's pedagogy.
- Collaborate with Executive and Corporate Services staff to design sustainable and high quality web pages that meet staff, student, family and community requirements.
- Facilitate individuals and groups of staff in learning how to use and maintain SchoolBox.
- Facilitating information sessions and handbooks for school families that introduces them to the system and enables them to fully utilise the features, functionality and information available to them.
- In conjunction with the teaching staff, assist students in their understanding and use of the system.
- Produce SchoolBox Spotlight articles for newsletter to keep community informed and engaged regarding project roll out.
- Facilitate open forums with stakeholders and community members to develop feature and functionality requests and requirements.

**Characteristics of Classification**

Staff are expected to:

- Use software packages including, database and/or web software, at an advanced level.
- Develop web pages including both content and design functionality.
- Exercise judgement on work methods and be able to prioritise tasks with specified timelines and standard practices and procedures.
- Manage enquires from students, parents, employees and the general public.
- Support other staff members where required in completing tasks.
- Exercise judgement in identifying constructive solutions to issues as they arise. The staff member should consult with other team members and/or the IT Manager where required.

**Qualifications and Position Requirements**

- All staff must hold a current Working with Children Check.
- VIT Registration.
- A qualification in information technology or equivalent industry certification and work experience in the development of websites.
- Demonstrated interpersonal and customer service skills, including excellent phone manner.
- Able to work effectively and cooperatively within a team environment and independently when required.
- Ability to remain calm, prioritise requests and solve enquiries in a quick and efficient manner.
- High attention to detail
- Demonstrated portfolio of high level SchoolBox experience and development required to be submitted as part of application for role.
- Demonstrated high level knowledge of Synergetic database structures and integration.
- History of project management and deployment within a school environment; ensuring all goals, outcomes and deliverables are school-centric.
- High level understanding of Victorian Curriculum and reporting requirements.

**Key Contacts**

- Principal
- Executive staff member with direct responsibility
- Executive Team members
- Teaching staff
- IT Manager and other Corporate Services team members
- SchoolBox staff
- Students and school community

**Conditions of Employment**

- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, state-of-the-art facilities, quality staff professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the National Employment Standards (NES).
- Southern Cross Grammar is an equal opportunity employer.

| Document Date | Department | Manager Approval | Principal Approval |
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| 3 April 2019 | Teaching and Learning | | |