Dean of Information and Learning Technology

JOB DESCRIPTION

The Dean of Information and Learning Technology provides the leadership for the teams of staff responsible for the Library, ILT Curriculum and Reprographics services at Scotch College that meets the needs of the three sub-schools, and plays a strategic and transformational role in enhancing learning for boys in PP to year 12.

Direct Reports
Library Staff
Reprographics Manager
ILT Curriculum Manager
1Degree

Reports to:
Director of Information & Learning Technologies

KEY RESPONSIBILITIES

1. Teaching & Learning
Promote a culture of information literacy and digital citizenship by creating opportunities for self directed, independent and collaborative learning where students and staff use a wide variety of physical and electronic information resources and technologies to inquire, analyse, evaluate, interpret and construct knowledge, ask informed questions and sharpen their critical thinking.

2. Learning Environments
Maintain awareness of and promote the use and implementation of physical and virtual learning spaces that integrate with progressive e-learning and information services, and support contemporary learning technologies to create exciting transformative learning environment.

4. Research
Maintain awareness of, and report developments in research practice in the Australian education context, including research data and information technologies, e-research and open access that may enhance opportunities to generate and share information, and inform educational practices.

5. Leadership
Provide visionary and energising leadership through collaboration with the whole community including staff, teachers, students and parents.
SPECIFIC DUTIES

1. Teaching & Learning
   - Promote and develop with teachers a scope and sequence of information literacy instruction or skills development
   - Promote and develop with Heads of School a Digital Citizenship scope and sequence.
   - Collaborate with teachers to develop programs and lessons which develop inquiry learning and a variety of 21st century literacy, including collaborative tools, searching skills, filtering, sorting, evaluating and contextualising of information
   - Facilitate the development of innovative programs supported by sound research, to provide a wide variety of learning opportunities for students
   - Promote and run professional development programs for staff, students and the wider community in conjunction with the Director of Information and Learning Technologies
   - Work collaboratively with teachers and learning teams to research, access, develop and present curriculum resources and embed technology
   - Maintain a sound understanding of Inquiry Based Learning and collaborative teaching practices
   - Ensure effective use of the information resources through the provision of efficient systems and services for the organisation, storage and circulation of resources
   - Provide students with learning contexts, processes and skills as well as opportunities for wide reading, personal growth and development of information literacy competencies.
   - Develop and maintain print and non-print resources to meet curriculum requirements.
   - Support the understanding, development and implementation of information and learning technologies for lifelong learning

2. Learning Environment
   - Continually evaluate and assess physical and virtual learning spaces to ensure exciting, engaging and productive learning environments are created and maintained
   - Instigate and implement appropriate technological innovation
   - Lead the implementation of programs to attract staff, students and the wider College community to use the libraries and virtual learning spaces.
   - Develop an information-rich learning environment that supports the needs of the school community
   - Strive to ensure equity of access across the school community

4. Research Services
   - Apply contemporary research principles and practices to support research projects.
   - Provide targeted research assistance to staff to support and inform teaching and learning practice
   - Oversee research into identified issues as directed and prepare information to be used in the development and drafting of reports, submissions, projects and briefing papers.

5. Leadership
   - Lead and manage all aspects of the Library team (human resources, financial management, quality management, strategic planning, operational requirements etc.)
   - Develop, document and publish library resource centre strategies, goals, practices and policies.
   - Develop and articulate the vision, strategy, ideas, work and planning process that structure the regular and ongoing evaluation of existing practices, technology, information systems, research methods, policies and staffing and which take account of the future directions of information management and technology.
   - Develop a service oriented approach to the delivery of library and technology services to all members of the Scotch community
• Energise stakeholders and sustain their commitment to changes in approaches, processes and strategies
• Motivate staff by communicating goals and performance expectations, ensuring appropriate training in work and organisational skills and give recognition for valued performance and celebrate achievements
• Maintain links, develop partnerships and work closely with key internal and external stakeholders and vendors.
• Supervise and oversee the direction and day-to-day operations of the library and 1Degree.
• Supervise the management of Reprographics
• Supervise the management of Technology Integrators
• Maintain a quality management system and associated documentation, ensuring compliance with relevant operations manuals

MAINTAIN SKILLS AND KNOWLEDGE
• Undertake relevant Professional Development
• Attend professional development courses, library conferences, computing conferences, IB conferences and other meetings required to ensure best library principles and practice are maintained
• Actively participate as a member of professional communities and maintain regular contact with local, national and international progressive librarians and educational technologists.
• Maintain and cultivate positive relationships with relevant vendors, including Apple and Cisco.

QUALIFICATIONS
Masters or Bachelor Degree in Information Technology/ Information Science / Library Studies or equivalent. Eligibility for professional membership of the Australian Library and Information Association (ALIA). Eligibility for TRB.

SKILLS AND ATTRIBUTES REQUIRED
• An enthusiastic and motivated individual who has a passion for lifelong learning through inquiry learning, knowledge acquisition, critical thinking skills and literature.
• A commitment to innovation, continuous improvement and future planning to meet Scotch’s e-learning and information literacy requirements.
• Demonstrated understanding of technology and its application in teaching and learning and libraries with particular experience in managing a 21st century library.
• Proven leadership skills including the ability to promote a positive culture, mentor and coach staff and build a strong team.
• Demonstrated management and strategic planning skills.
• Ability to build strong relationships with staff, students and parents.
• Excellent communication and interpersonal skills.
• Experience in managing a library and information service including system administration of an automated library system.
• Experience in implementing change and innovation
• Demonstrated ability to provide client-focused service and excellent interpersonal skills, including networking and collaboration.