INFORMATION AND COMMUNICATION TECHNOLOGY
TEACHER-LEADER

In collaboration with the Principal and Deputy Principal, the role of the Information and Communication Technology Teacher/Leader will include the following:

- In line with the Victorian Curriculum teach ICT classes each week.
- Maintain and update the school website, SPSW App, SPSW YouTube channel.
- Maintain an ICT Maintenance List.
- Liaise with Computer Technician and discuss, prioritise and allocate specific tasks to maintain full operation of the school network.
- Formulation of Network expansion and device replacement plans.
- Maintenance and administration of all ICT equipment & digital devices.
- Maintenance and administration of Curriculum and Administration Networks including archiving data, creating user accounts, daily backup etc.
- Maintain and purchase software licences and applications.
- Ensure all aspects of NForma are setup and maintained.
- With the support of the Leadership Team, implement suggestions made in the School ICT Infrastructure Audit Report.
- Work with Leadership Team to assist with implementation of ‘Integrated Catholic Online Network (ICON)’.
- Maintain and review Acceptable User and Social Media Policies for staff and students.
- Seek quotations, purchase new equipment and oversee the ordering of consumables in line with budget.
- Attend professional development activities as required, including Western Zone ICT Network.
- Other duties as directed by the Principal.

As G Suite Administrator:
- Maintain staff and student internet and email accounts.
- Maintain Staff & student desktop sites.
- Monitor network security and internet usage.
- Assist staff in the use of online resources, particularly within the Google Suite.

In collaboration with Learning and Teaching Leader:
- Maintain Reporting and Assessment database (NForma).
- Assist with the updating and maintenance of Online testing sites (eg NAPLAN, ARCOTs, PAT)
- Promote professional development opportunities for staff in ICT.
- Organise Parent Information Sessions which meet the School Improvement Plan and Annual Action Plan e.g. cyber safety.
- Model the use of ICT resources to assist teachers with planning and teaching ICT at a classroom level.