

Domain Coordinator

Position Description

Allowance:	POL 2
Reports to:	Deputy Principal - Learning
Supervises:	Domain Teaching Staff, School Officers with designated duties that support the delivery of the curriculum
Internal Liaisons:	Staff and students
External Liaisons:	Subject associations, suppliers of goods and services (as appropriate)
Authorised by:	The Principal
Last reviewed:	July 2009
Commencement:	27 January 2010
Completion:	29 January 2013

All staff are expected to uphold the Mission and Vision of the College.

Position Objective

The role of the Domain Coordinator is to ensure the implementation of the discipline domain component of Victorian Essential Learning Standards (VELS), including the knowledge, skills and behaviours considered essential in preparing young people for further education, work and life.

The Domain Coordinator is responsible for overseeing the administration and curriculum development for a nominated Discipline Domain and a nominated Non-discipline Domain from either the Physical, Personal and Social Learning Strand or the Interdisciplinary Learning Strand. The coordination of subject areas not directly linked to their Discipline Domain may also be involved.

The Mission and Vision of the College inform this leadership. The Domain Coordinator will support this Mission and Vision and, in consultation with the Deputy Principal – Learning and all members of the Domain, recommend policies, procedures, planning and implementation strategies in relation to curricula, pedagogy, assessment and reporting, professional development and resource provision.

Attributes

1. Demonstrable commitment to the Strategic Direction of the College
2. Strong commitment to curriculum leadership
3. Highly developed verbal and written communication skills
4. Highly developed interpersonal skills
5. Highly developed problem solving skills
6. Ability to build and inspire high performing teams
7. Effective planning and organisation skills, with the ability to manage conflicting demands and to meet deadlines

Accountability and Extent of Authority

The Domain Coordinator:

1. Exercises leadership within the Domain, guided by College Policies
2. Supports and implements Leadership and Management Team (LMT) initiatives and directives
3. Develops and implements the Learning Curriculum Team (LCT) initiatives and directives
4. Fulfils the requirements of the College Annual Plan and Strategic Plan
5. Ensures programs and policies reflect a coherent understanding of VCE, VELS, CECV, CEOM and College policies, and government directives and legislation
6. Prepares and manages annual budget

7. Holds Domain staff accountable for their duties and responsibilities

Qualifications and Experience

A minimum of three years teaching experience from Years 7 to 12 is required. Post Graduate qualifications in education will be highly regarded. Accreditation to teach in a Catholic school is desirable.

Specialist Skills and Knowledge

1. Thorough knowledge of the relevant VCE Study Designs and VELS documents is integral to the position
2. Teaching practice reflects commitment to enhancing student learning
3. Confident integration of Information Communication Technology into work practices

Key Responsibility Areas

Curriculum Development

1. Designs, develops and implements quality policies and programs with regards to the nominated Domain areas, literacy and numeracy
2. Ensures the integration of eLearning strategies across the Domain
3. Ensures programs include content and processes which allow for the expression of Christian values
4. Develops and implements assessment and reporting practices which reflect College policies
5. Supports subject teachers to deal constructively with change, and monitors and evaluates change
6. Ensures courses provide for students with special needs and giftedness
7. Is familiar with all courses of study within the Domain
8. Conducts cyclical curriculum review
9. Contributes to the work of the Learning and Curriculum Team

Administration

1. Makes recommendations to the LMT on matters related to teaching allotments, professional development and excursions
2. Conducts professional meetings
3. Maintains accurate minutes
4. Maintains documentation of all Courses of Study 7-12
5. Oversees the nominated Domain's Risk Assessment
6. Monitors management and usage of resources

Other

1. Develops and implements Annual Domain Plan
2. Conducts research and reviews as required
3. Participates in role related professional development
4. Participates in professional performance reviews
5. Actively promotes Health and Safety in the workplace
6. Other duties as required