



## **Executive Officer – Education (NAPLAN Online Coordinator)**

### **Queensland Catholic Education Commission**

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#### **Contract Position (Full or Part Time, 9 months)**

**Salary: \$108,603 to \$120,669 + 9.5% superannuation**

#### **NAPLAN Online Coordinator**

Applications are invited for a temporary NAPLAN Online Coordinator position to commence in March 2018 and complete at the end of the school year. The role will support the QCEC and Catholic School Authorities in helping schools to successfully transition to NAPLAN Online.

Key responsibilities will be to coordinate and provide schools with targeted professional development, resources and advice.

The role will be located in Brisbane and will support schools across the state as needed.

#### **Conditions**

The role is classified at PAO Level 5 and is a 9 month contract position. Conditions may be negotiable around full time, part time or term time employment.

QCEC is open to filling this position through secondment arrangements for a suitably qualified applicant and would negotiate appropriate arrangements, including period of secondment, with the Catholic school authority.

#### **Selection criteria**

- demonstrated experience in a school or school authority with participation in NAPLAN Online training or experience in the role of NAPLAN Coordinator in a school
- excellent communication skills (verbal and written) and experience in facilitation in face to face and online contexts
- an ability to work in a constantly evolving environment managing multiple activities

- an ability to work proactively and to provide timely support and guidance to Catholic School Authorities and schools.

### **Applications**

In your application you are asked to address the above selection criteria, provide a brief curriculum vitae and include the names and contact details of two recent referees including your current employer. Please note: References will be checked with current and previous employers.

**Applications close at 5.00pm on Monday 19 February 2018.**

Applications should be addressed to:

Mandy Anderson  
Director Education

By Email [hr-education@qcec.catholic.edu.au](mailto:hr-education@qcec.catholic.edu.au)