

## POSITION DESCRIPTION

<b>Position purpose</b>	Organise, plan, and deliver professional learning and development (PLD) around digital fluency and the Hangarau Matihiko/ Digital Technologies curriculum to New Zealand schools. Support in the planning and delivery of Code Camps.
<b>Main tasks</b>	<p>Core objectives include:</p> <ul style="list-style-type: none"> <li>• Support schools in applying for PLD hours</li> <li>• Support schools in navigating the online PLD system and in completing the MOE required documentation</li> <li>• Plan, travel to, and deliver PLD in schools</li> <li>• Gather feedback, report on learning outcomes and next steps, and embed changes into your practice based on feedback</li> <li>• Write and present reports internally</li> </ul>
<b>Other duties as required</b>	<p>You will be required to fulfill other duties as required by management and other department personnel, these can include;</p> <ul style="list-style-type: none"> <li>• Creating content and resources for online courses and PLD</li> <li>• Work in a team to maintain an effective PLD processes and systems</li> <li>• Run and support Code Camps</li> <li>• Learn, use, and teach Code Avengers courses to national and international teachers</li> <li>• Support Education Sales Consultants with your experience in education</li> <li>• Create and run workshops at conventions and conferences</li> </ul>

## PERSONAL SPECIFICATIONS

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A registered NZ Teacher or formal qualifications in Education</li> <li>• An MOE accreditation in facilitation will be strongly preferred</li> <li>• A full clean drivers licence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience in Education</li> <li>• Experience in successful facilitation/training</li> <li>• Experience in the NZ schooling system</li> <li>• Industry or educational experience in Digital Technologies</li> <li>• Mātauranga Māori and te reo Māori experience is advantageous</li> <li>• Experience with computer programming in a text-based language is advantageous</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Communication:</b> <ul style="list-style-type: none"> <li>○ The ability to communicate clearly and concisely, varying communication style depending upon the audience</li> <li>○ Excellent written and verbal communication skills</li> <li>○ A professional approach to behaviour and dress</li> </ul> </li> <li>• <b>Attention to detail:</b> <ul style="list-style-type: none"> <li>○ Excellent attention to detail and written skills when communicating with others, both internally and externally</li> </ul> </li> <li>• <b>Self-managing:</b> <ul style="list-style-type: none"> <li>○ Able to work both independently and collaboratively</li> <li>○ Ability to work under pressure</li> <li>○ Strong organisational and time management skills</li> </ul> </li> </ul>
<b>Desired competencies</b>	<ul style="list-style-type: none"> <li>• Analytical thinking</li> <li>• Initiative</li> <li>• Business awareness</li> <li>• Tenacity</li> <li>• Strategic thinking</li> <li>• Positive approach to change</li> <li>• Team player</li> </ul>