

Professional Learning Officer - 2 days per week during term time

The Professional Learning Officer will work in close co-operation with the Executive Committee of SLA NSW Inc and in particular with the President and Vice President, Professional Learning. The position will be for two days per week, during school term times (approximately 80 days per year).

At times during the year however, it may be necessary to work during a holiday period in order to plan and organise an event. Such periods will be negotiated and paid appropriately.

Qualifications

- Professional qualifications in teaching and librarianship.

The successful applicant will also be fully aware of current trends in the profession of teacher librarianship and bring initiative and commitment to the position.

The Professional Learning Officer will provide a quality and professional service for SLA NSW Inc.

Specific tasks will include:

Professional events

- Source suggestions for professional learning events.
- Source speakers, venues & catering for professional learning events.
- Organise the professional learning events with focus on programme structure suitable for our Association
- Represent the Management of SLA NSW Inc. at all professional learning events
- Liaise with the Executive Officer to provide participant materials for distribution.

Records Management

- Maintain records containing evaluations and statistics of professional events.
- Develop database of presenters for professional events.
- Compile reports for presentation to the ASLA (NSW) Inc committee meetings.
- Attend SLA NSW Inc committee meetings on request.

Admin/Financial

- Work in conjunction with the Vice President, Professional Learning to provide adequate budgets for the planning of events.
- Compile budget reports for presentation to the SLA NSW Inc committee meetings.

Development of events

- Development of professional learning packages for rollout to our whole membership with a focus on our Country members.

Presentations at events

- For a future direction, present to our members when required.

Any other duties as directed by the President.

Remuneration:

\$584 per 2 days or approx \$41.71 per hour. This represents top of scale casual teacher rate.

Further Contact:

SLA NSW Executive officer

Applications emailed to:

admin@ptc.nsw.edu.au