

ROLE DESCRIPTION

DAILY ORGANISER

The Daily Organiser is accountable to the Deputy Principal. The Daily Organiser plays a vital role in contributing to the efficient and smooth day-to-day operation of classes and events within the College.

The specific tasks for which the Daily Organiser is responsible include, but are not limited to:

Replacement Teachers

- Allocating 'Extra' and 'In lieu' classes and other scheduled duties, in accordance with the VCEMEA (2018) and College Policies, to replace absent teachers;
- Organising Emergency teachers, as required, to replace absent teachers;
- Maintaining a record of allocated 'Extras' (classes and other duties) and 'In lieu' classes (and other duties) taken by teachers;
- Publishing the 'Daily Extras' to inform staff of replacement classes and duties, cancelled classes and room changes;
- Distributing the 'Daily Extras' via email to staff responsible for recording staff absences.

Daily Organisation

- In conjunction with the Deputy Principal and the Director of College Operations, producing and ensuring the operation of alternative Daily Timetables for special events such as School Masses, Assemblies etc.
- In conjunction with the Deputy Principal and the Director of College Operations, ensuring appropriate staffing for special events such as Reflection Days, excursions, immunisations, incursions etc.
- Ensuring replacement staff are allocated, as required, for special College events such as Examinations etc (which are scheduled by the Director of College Operations and/or Senior Studies Coordinator).

Miscellaneous

- Other tasks as determined by the College Leadership Team.

Key Performance Indicators

- Achievement of tasks designated to the role of Daily Organiser.



TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION	POL 2 8 x 75-minute periods per 10-day cycle
REPORTS TO	Principal, Deputy Principals, Director of College Operations
TENURE	One year (2023) fixed term
APPRAISALS	Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Valid Working with Children Check

EMPLOYEE ACKNOWLEDGEMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature Date

Authorised by Principal or Representative

Signature Date