



Assumption College Kilmore

Director of College Organisation Position Description

1. Manage and implement the timetabling processes within the College
 - Create the Master Timetable, in liaison with Director of Teaching & Learning and Learning Area leaders
 - Determine the number of classes for each subject
 - Prepare and analyse subject blockings for the timetable
 - Balance subject sets and determine final timetable blockings
 - Prepare, check and distribute class lists and student and staff timetables. Maintain and upgrade these throughout the year
 - Maintain, upgrade and reconstruct the timetable during the year as circumstances demand.
 - In conjunction with Director of Teaching & Learning determine class groupings
 - In conjunction with the Director of Teaching & Learning, Deputy Principal and Principal, determine staff's load allocations and make recommendations related to present and future staff requirements to College Leadership Team.
 - Co-ordinate and implement staff supervision duty rosters.
2. Administration of subject selection processes within the College
 - Administer the subject selection processes within the College including:
 - Preparation of subject selection forms and Online Subject Selection program.
 - Supervision of collection of subject choice forms in conjunction with Pathways & VCE Co-ordinator
 - Oversee subject choice procedures
 - Review and verify subject choices
 - Oversee data processing required for this task, including but not limited to subject choices for all new students in conjunction with Senior Transition Coordinator and Pathways Teams and VCE Co-ordinator.
 - Monitor and report on trends in subject sizes and preference.
3. Administer the Exam Process within the school, in liaison with Director of Teaching & Learning
 - Set Exam dates for the College.
 - Prepare Exam Timetables for each Year level.
 - Prepare Exam Supervision rosters
 - Prepare Exam Centre facilities; ensure that tables, clock, etc is prepared for examinations to be completed.
4. Manage the Daily Extras Processes
 - Responsibility for the daily staff allotment related to extras and engagement of replacement/emergency teachers
 - Supervise emergency teachers
5. It is expected that most clerical work associated with this task will be completed between 8.00 and 9.00 a.m. each morning. However, if absentees are known in advance, work may begin outside of this time on the previous day.
6. In conjunction with Director of Teaching & Learning approve all PD Applications/ excursions /camps (confirm staffing)
7. Monitor and oversee Parent – Student – Teacher Interviews

8. Schedule and arrange Student Immunisations
9. Schedule and arrange School Photographs
Specific Duties include:
 - Liaising with the Photographer regarding schedules and other data associated with Class Photos, Co-curricular Photos and Student I.D. Cards.
 - Distributing Class Photos to staff for proofing.
 - Distributing Class Photos to students through the Administration office.
 - Liaising with the Principal's secretary re supply of photos for College Annual
 - Coordinating data flow between library and registrar's office for Student I.D. photos
10. Information Nights, College Open Day and other College events – preparation of venue/s, catering, Audio visual, etc