Canowindra High School (220 students) provides quality education to a vibrant and supportive rural community 60km south west of Orange in Central West NSW. The school is characterised by experienced and capable staff who are committed to increasing academic achievement through teaching excellence and strong pastoral care programs. The school prides itself on teaching students from a wide range of backgrounds and academic abilities. The school community has a diverse farming heritage complemented by a developing tourism emphasis.

Canowindra High School is seeking an Operational Paraprofessional for 2013. Please see attached statement of duties.

Responsibilities include:

- Whole school organisation:
  - Daily organisation using EDVALDaily
  - Calendar
  - Exam rosters
- Attendance
  - Rolls
  - Letters
  - Implement new school policy and procedures to monitor student attendance
- Daily administration:
  - Answer phones
  - Enquiry counter (till)
  - Banking
  - Sick Bay

Enquiries to: Nicole Bugeja (rlg Principal) 6344 1305 nicole.bugeja@det.nsw.edu.au

Application: Please provide a brief statement in support of your application relating to this position of no more than two (2) pages (with no less than font size 11). Include the details of two referees.

Application to: Nicole Bugeja (rlg Principal) nicole.bugeja@det.nsw.edu.au

Closing Date and Time: 4pm Tuesday 20th November 2012.
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<th>Directorate/District</th>
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<tr>
<td>Title</td>
<td>Operational Paraprofessional – <strong>Information Management Support Officer</strong></td>
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| Classification      | Salary range from $50,804* to $55,629* (exclusive of oncosts)  
*Note: salary effective from 08.07.2011 |
| Position Number     | Responsible to the principal to assist in the development and implementation of school data management systems to support “teacher” teams to:  
• undertake school planning processes; and  
• use student data to inform teaching and learning activities |
| Brief Role Statement|  |
| Selection Criteria  | Ability to relate well to students  
Capacity to work as part of a team supporting teachers to meet the learning needs of students  
Excellent communication and interpersonal skills  
Demonstrated effective organisational skills and an ability to prioritise own work  
Demonstrated experience in working with computer software applications  
Capacity to contribute to school planning processes  
Capacity to assist with the development and implementation of school information management systems |
| Statement of duties | Support school teams to analyse data to develop strategic school plans to focus on improving student learning outcomes  
Coordinate school planning, evaluation and reporting activities  
Create and maintain spreadsheets and databases  
Coordinate, gather and collate:  
• data requested by teachers for use in curriculum planning  
• information for inclusion in teaching programs and student reports  
• data across school teaching and learning programs  
Assist teachers to download data reports e.g. SMART data reports  
Perform other related duties as required by the principal |