

PROFESSIONALISM

CREATIVITY

RESPECT

INTEGRITY

ACADEMIC COORDINATOR

This role requires the successful candidate to perform their usual teaching duties with additional leadership responsibilities to support the Principal with the coordination of the College's academic programs.

DUTIES INCLUDE:

- Plan and prepare courses and lessons;
- Teach residents according to their educational needs;
- Set and mark work to be carried out by the students in the College and elsewhere;
- Assess, record and report on the development and progress of all students;
- Provide guidance and advice to students on educational and social matters to assist with their further education and future career prospects;
- Conduct all assigned classes at the times scheduled;
- Participate in meetings arranged for any of the purposes described above;
- Participate in meetings at the College which relate to the curriculum, administration or organisation of the College.
- Cover classes, where necessary (eg, Teacher absence)

ADDITIONAL RESPONSIBILITIES INCLUDE:

- supervising and approving all teaching programs, scope and sequences
- monitor teaching performance,

- assist with the induction of new staff into the Residential Program,
- attend coordinator meetings,
- identify and communicate potential improvements in the daily operation of Odyssey College,
- support and assist teachers' continuous improvement in their professional practice and ongoing development,
- assist in the preparation for the 2022 Registration process,
- clear, open and honest communication with the Principal
- proactive conflict resolution,
- assisting the Principal in any reasonable way when requested.

ESSENTIAL SELECTION CRITERIA:

- Excellent communication skills.
- High level administration skills.
- Empathy and patience.
- A collaborative team player with the ability to be decisive and directional where situations demand.
- Understanding of the principles of the Privacy Act and its practical implementation in service delivery
- Well-developed organization, oral and written skills, including report writing and on-time delivery
- Commitment to the Odyssey House NSW Mission and Values, WHS, EEO and continuous quality improvement.

Close: 23 September 2021

ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below.

Only shortlisted applicants will be contacted. With respect, no Agencies please.

To apply:

- Include an updated copy of your Resume
- Respond to the Essential Criteria briefly in a Cover Letter addressed to the Principal (Ref. HR288)
- Email your application to giovanna.mauceri@odysseyhouse.com.au

www.odysseyhouse.com.au



ODYSSEY HOUSE
NEW SOUTH WALES