POSITION DESCRIPTION

Job Title: Education Officer
Organisation: Science Teachers’ Association of Victoria Inc (STAV)
Type of Employment: Continuing part-time
Remuneration: Gross salary from $55,000.00 to $60,000.00 per annum pro rata, plus employer superannuation of 9%.

Further Information: (03) 9385 3999

BACKGROUND

The Science Teachers’ Association of Victoria Inc is an organisation established to:
‘Advancing Science Education’
Establish and maintain both financial and intellectual independence
Represents the collective voice of science educators in Victoria
Influence policy formulation in matters relating to Science Education
Support and maintain regional special interest groups within STAV
Provide a range of resources and services to support science educators
Provide for and encourage student participation in a range of challenging science activities
Promote the importance of Science Education to the community
Recognise significant contributions by STAV members to Science Education

Information for Prospective Staff

Organisational Environment

The Education Officer will join a small team of committed professionals and colleagues who form the STAV Business Centre that develops and maintains the educational and administrative aspects of the Association. The Science Teachers’ Association of Victoria (STAV) has an Honorary Council consisting of 9 members who guide the broad directions of the Association.


The Science Teachers’ Association of Victoria is an Equal Opportunity Employer.
**DUTY STATEMENT**

**Primary Purpose of Position**

The Education Officer provides high level support to the Executive Director in the planning, development and conducting of educational programs and activities. Under the broad direction of the Executive Director the Education Officer will provide educational assistance and advice to the STAV Council when requested and required.

**Duties**

Duties and responsibilities include, but are not limited to:

**Professional Learning**
- Initiate, develop and implement professional learning programs.
- Coordinate development of conference programs.
- Provide leadership in science education teaching and learning issues.
- Extend and support STAV networks to provide support for teachers.

**Professional information and advice**
- Respond to science education queries.
- Support publishing projects and STAV activities such as STS and Science Drama.
- Actively promote STAV membership, products and services
- Maintain up to date website information
- Investigate science education issues where appropriate, to assist in providing information and advice to members.

**Liaise with science-related organisations**
- Develop and maintain strategic partnerships with science-related organisations and government departments.
- Seek new funding opportunities.

**Administration**
- Perform a range of administrative functions relating to the education officer position in the STAV office.
- Contribute to the processes that enable STAV to function effectively.

**Other**
- Perform other science education duties as required.

**Reporting Relationships**

The position reports to the Executive Director
There are no staff reporting to this position
SELECTION CRITERIA

Qualifications
Essential
- Tertiary qualification in education and or a relevant science discipline (or extensive experience in science education).

Knowledge and Skills
Essential
- Demonstrated expert knowledge in the area of teaching and learning, particularly relating to science education.
- Knowledge of curriculum and professional learning issues in science education.
- Demonstrated ability to support colleagues in their professional learning.
- An ability to establish effective relationships and to represent and promote science and science education at a school and wider community level, including industry, government and professional bodies.
- Working knowledge and competency in the use of a range of information and communication technologies, including Word, Excel, email packages and internet.

Desirable
- Established network of professional science-related contacts.

Experience
Essential
- Evidence of science education teaching experience
- Well developed written and verbal communication skills

Desirable
- Experience in liaising and collaborating with organisations outside the school environment
- Experience initiating and implementing professional learning activities