



Job Title:	Technology Integrator (Cross Campus)
Reports To:	ICT Manager (Coordinates with Heads of Campus and Deputies of Teaching & Learning)
Direct Reports:	N/A
Section of School:	Education Services – Cross Campus Role
Liase with:	All Teaching Staff

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Position Summary	<p>The Technology Integrator plays a pivotal role in empowering teachers and staff to effectively use the school's technology platforms and digital tools. This role is focused on professional learning, change facilitation, and capability building for staff across all teaching and administrative areas, ensuring technology adoption aligns with the school's strategic goals.</p> <p>The successful candidate may come from a teaching background with proven technology integration expertise or an IT training/instructional design background with experience in delivering professional learning for adults in an education setting.</p> <p>In the initial phase, this role will have a strong focus on supporting and accelerating the school's SharePoint and Teams Modernisation project, driving adoption, training, and workflow optimisation. The role will also contribute to the facilitation and adoption of data analytics platforms (e.g., Power BI, SEQTA Analytics) to support informed decision-making and enhance the school's capability in tracking and responding to student performance trends.</p> <p>While not a technical support position, the Technology Integrator works in close partnership with the IT Department and school leadership to help staff successfully implement and embed tools such as Microsoft 365, SharePoint, Teams, OneNote, Power BI, Automate, AI technologies, and other relevant applications.</p> <p>The role emphasises intentional, secure, and impactful use of technology to improve workflows, strengthen collaboration, enhance digital literacy, and ensure compliance with data security and privacy requirements.</p>



Key Responsibilities and Tasks

Staff Learning & Support

- Empower staff to optimise their use of school technology systems, streamlining workflows, administration, and collaboration to ensure efficiency, compliance, and alignment with school objectives.
- Provide personalised training sessions (individual, group, and whole-school) to improve staff confidence and competence in using school-supported platforms.
- Lead targeted professional learning in areas such as:
 - SharePoint and Teams for collaboration and document management
 - Microsoft 365 productivity tools
 - Power BI and Power Automate for process optimisation
 - Safe and compliant use of AI tools
 - Cybersecurity awareness and best practices
- Facilitate the adoption of new tools and processes, ensuring smooth transitions through clear guidance, documentation, and follow-up support.
- Work with relevant teams (e.g. IT, Libraries, Administration) to build and maintain a repository of help guides, resources, and training materials accessible via the school's staff portals or learning hub.
- Deliver targeted training and change support to accelerate adoption of the school's SharePoint and Teams Modernisation project.
- Provide guidance and training for staff on the effective use of data analytics platforms such as Power BI and SEQTA Analytics, enabling better visibility of student performance trends and operational metrics.

Change Leadership & Innovation

- Identify opportunities for process improvement and technology integration that can enhance staff efficiency and effectiveness.
- Promote and model a positive, adaptable mindset toward digital change, reducing resistance through reassurance and practical demonstration.
- Keep informed of emerging technologies, assessing their potential and making recommendations for adoption in alignment with the school's goals.
- Contribute to the development and review of policies, frameworks, and strategic plans relating to technology use, security, and compliance.
- Liaise with school leadership to identify data-driven opportunities for improving teaching and operational decision-making through analytics tools.
- Support the integration of analytics dashboards and reports into regular school workflows to ensure data is accessible and actionable for staff.

Collaboration & Communication

- Act as a bridge between teaching staff, administration, and IT, ensuring technical solutions meet the practical needs of users.



	<ul style="list-style-type: none"> • Collaborate with Heads of Learning Areas and other members of leadership to embed effective technology use in staff practice. • Maintain positive and professional working relationships with staff at all levels, fostering a culture of trust, respect, and collaboration. • Share success stories, tips, and case studies that showcase effective technology use in staff workflows. <p>Operational & Strategic Contributions</p> <ul style="list-style-type: none"> • Support onboarding and induction of new staff in digital platforms, tools, and school systems. • Maintain profiles of core software and applications used across departments, including training and support documentation. • Assist with annual planning and reporting on technology integration initiatives and professional learning outcomes. • Represent the School in relevant professional networks, conferences, and technology communities.
--	---

<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Facilitate and support staff in completing targeted technology training, aiming for at least 75-80% participation within agreed timeframes. • Achieve an average staff satisfaction rating of 4/5 or higher in post-training feedback surveys, with results gathered through surveys and/or informal feedback. • Contribute to a measurable increase in usage of key platforms (e.g. Teams, SharePoint) compared to baseline analytics. • Support and document at least two workflow/process improvements per semester that demonstrate efficiency gains or improved staff experience. • Deliver a minimum of one structured professional learning session per term, supplemented by ad-hoc coaching and support as needed. • Maintain and update a centralised digital resource hub, ensuring key guides and resources are reviewed and refreshed at least twice annually. • Receive positive feedback from school leaders (e.g. Heads of Learning Areas, Heads and Deputies of Campus) on communication and support during technology initiatives. • Share at least one success story or case study per semester showcasing effective staff technology adoption, or equivalent evidence of impact agreed with leadership. • Support the school in achieving its annual compliance targets for cybersecurity and data privacy training, aiming for a high level of staff completion (90%+). • Contribute to improved staff security awareness, measured by progress in phishing simulation results or equivalent audit outcomes over time. • Engage in at least one external professional network, workshop or conference per semester and share relevant insights with staff. • Communicate and collaborate effectively with colleagues
---	--



	<ul style="list-style-type: none"> Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. Other KPIs will be agreed with your manager from time to time.
--	--

<p>Selection Criteria:</p>	<p>Education & Qualifications</p> <ul style="list-style-type: none"> Relevant tertiary qualification in education, instructional design, information technology, or a related field Proven experience delivering technology training and coaching for adult learners in a school or similar environment. <p>Skills & Experience</p> <ul style="list-style-type: none"> Demonstrated ability to coach, mentor, and train adults in the effective use of digital tools Proficiency in Microsoft 365, SharePoint, Teams, OneNote, and related platforms. Experience with digital workflow improvement, automation, and data visualisation tools. Strong understanding of data security, privacy, and compliance requirements in an educational setting. Excellent communication and interpersonal skills, with the ability to engage a wide range of stakeholders. Proven ability to manage change and lead adoption of new tools and processes. Strong organisational skills and the ability to manage multiple projects and priorities. <p>Desirable Criteria</p> <ul style="list-style-type: none"> Experience with Power BI, Power Automate, and other Microsoft Power Platform tools. Experience delivering training on AI tools, including safe and ethical use in education Experience working in a Microsoft 365 cloud environment with document management best practices. Familiarity with digital adoption frameworks (e.g. SAMR, TPACK) as they apply to adult learning. Experience with blended or remote learning environments for staff professional development. Recognition or certification from technology providers (e.g. Microsoft Innovative Educator). <p>Mandatory Compliance Requirements</p> <ul style="list-style-type: none"> The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment National Criminal Record Checking (except Teaching staff) <p>Additional Requirements & Personal Qualities</p> <ul style="list-style-type: none"> Commitment to high quality and professional customer service. Ability to work autonomously and as part of a team. Excellent communications and people skills. Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding.
-----------------------------------	--



	<ul style="list-style-type: none">• Flexibility in all aspects of the position and willingness to embrace change• Demonstrate ability to engage collaboratively to others to achieve organisational objectives.• Demonstrated time management and planning skills• Willingness to positively and actively contribute to the Christian culture of the School
--	--

I understand and accept the responsibilities as outlined in this Job Description.

Signed: _____ Date: _____

This document was approved by Director of Finance and Administration / Manager ICT



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Oct 2025	Oct 2027	EA to Principal	New role	LH, RG
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO