

POSITION DESCRIPTION

POSITION: Digital Learning Systems Manager (Schoolbox Specialist)
Reports to: Deputy Principal – Teaching & Learning

Key Purpose

The Digital Learning Systems Manager role provides strategic direction, advice, and leads planning and development in relation to the implementation of the Schoolbox Learning Management System (LMS) platform at Mentone Girls' Grammar ('mConnect').

The role can be seen as a partnership with members of staff, particularly teachers, to assist them use the school's LMS effectively and according to best practice. The role requires a strong customer-service combined with a sound understanding of user-experience in online systems.

The role blends strategic planning with management of numerous routine processes, and the provision of end-user support, primarily to staff but also to parents and students.

Responsibilities and Duties

The responsibilities of the role include, but are not limited to the following:

Strategic Leadership & Governance

- Lead the strategic development and roadmap of the Schoolbox LMS and mConnect platform.
- Establish and maintain governance frameworks, standards, and best practice guidelines.
- Ensure alignment between the LMS, teaching and learning, and whole-school communication.

Platform Management & Optimisation

- Oversee processes including class page rollovers, reporting, calendar imports and system transitions.
- Responsible for the administration, configuration, optimisation and development of Schoolbox.
- Maintain and improve the mConnect interface, user experience, and information architecture.

Staff Capability & Adoption

- Guide, train and empower staff in effective use of Schoolbox
- Develop and maintain the mConnect Style Guide and supporting documentation.
- Develop, source and maintain training resources for staff, students and parents.

Systems Integration & Vendor Management

- Manage the school's relationship with Schoolbox and associated vendors.
- Manage relationships with third-party providers including Digistorm, Clipboard, Intellischool, GeoSnapShot and other integrated systems.
- Evaluate and recommend new integrations and extensions to enhance functionality and efficiency.

Continuous Improvement & Business Process Design

- Review and redesign processes to improve efficiency, reduce workload and enhance user experience.
- Provide expert advice on assessment design and implementation within Schoolbox.
- Support Community Engagement and Co-curricular teams to ensure consistent, high-quality use of the platform across the school.

Qualifications, Skills and Experience

Required

- Strong communication skills, both written and oral.
- Strong problem solving and analytical skills.
- Strong understanding of user-experience principles as applied to web platforms.
- Demonstrated capacity to build effective and positive working relationships.
- Strong understanding of reporting requirements and practices at all levels in Victorian Schools, including both continuous and summative reporting.
- Current Working with Children Check (*Employee*).

Desirable

- Three or more years' experience as a front-end web designer or developer.
- Demonstrated knowledge of CSS and HTML.
- Qualifications and/or experience as a technical writer.
- Qualifications and/or experience in image handling and graphic design (including Adobe Creative Suite applications).
- Demonstrated capacity to advocate or negotiation for change that brings improvement to usability and processes.
- Demonstrated ability to provide support to staff in a manner that makes them feel seen, known and heard.

Child Safe

Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements
- A child safe policy which states a commitment to child safety
- A code of conduct that establishes clear expectations for appropriate behaviour with children
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Processes for responding to and reporting suspected child abuse
- Strategies to identify and reduce or remove risks of child abuse
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

Risk Management and Work, Health and Safety

All staff are expected to take responsibility for maintaining a safe working environment and adhering to relevant safety protocols. This includes:

- Proactively identifying, reporting, and managing risks
- Complying with all relevant legislation, regulations, and codes of practice
- Performing duties in a manner that safeguards the health and safety of self and others
- Supporting and cooperating with workplace health and safety initiatives
- Following all School policies and procedures related to health, safety and risk management
- Participating in WHS training and activities as required
- Using personal protective equipment, safety devices, and training resources appropriately
- Maintaining positive and respectful working relationships with colleagues, in line with the School's expectations
- Immediately reporting any health and safety concerns or incidents to the relevant manager.

Employment Conditions

Nominal Hours of Work	8:30am- 4:36pm (Monday to Friday)
Award Classification	Level 5, School Administration Services <i>Conditions of employment as per Educational Services (School) General Staff Award 2020.</i>
FTE	This position is an ongoing full-time appointment with 5 weeks of annual leave per year (this includes a mandatory shutdown period over Christmas and New Year).
Physical Capabilities	Able to work for extended periods in a seated position, view a computer screen for extended periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying.
Date Prepared:	February 2026