

INNOVATIONS COORDINATOR

Environment

The work takes place within an institute for secondary vocational education. Secondary vocational education offers 1-, 2-, 3- or 4-year-old training courses spread over 4- qualification levels and pathways to pupils who have completed a VSBO, CXC, CCSLC diploma or one who has not obtained a diploma but can provide proof of prior learning.

The innovation Coordinator coordinates the alignment and implementation of the educational innovation processes, shares information about it and maintains contacts regarding education reforms and is responsible for the professional development and competence development of concerned colleagues.

3. Result areas

3.1 Coordination and implementation education innovation processes •

The Innovations Coordinator

makes an inventory of the State of affairs regarding the introduction of educational reform (and), determines the appropriate approach, working method and work distribution;

shall, on the basis of these implementation plans, taking into account the established frameworks in agreement with stakeholders and Executive Board;

work, in cooperation with the coordinators, making use of user documents (profile workpiece, practical assignments, school language policy, exchange programmes, etc.) and assume their implementation

Takes care of developing the various execution processes (including purchasing methods, educational resources and inventory of the sections), monitors the progress based on time and quality and take appropriate measures in case of impending defects and bottlenecks;

informs stakeholders and management periodically on the progress of educational innovation processes during the school year ;

informs and advises the Executive Board on the implementation of policy measures from the Government and the school board in the context of innovations, proposed changes and make adjustments to the implementation plans;

Improves cross-compliance in order to achieve a better functioning of the education.

3.2 transfer Information and contacts on education renewal (s)

- organizes conferences on educational innovation processes and carries it out;
- maintains internal and external contacts with other schools, aimed at reconciliation and connection of the educational reform processes and follow up on agreements made..

3.3. Professional development and competence development (colleagues)

- reflects on own performance, is open to feedback and is willing to improve his own performance;
- Looksout for proactive contact with colleagues, talk to colleagues about problems and exchange experiences;
- Acts as a sounding board on the content of his own specialty;
- Displays (individual) advice to different types of teachers on their professionalism, training and retraining;
- attend refresher courses and peer consultation;
- Studies relevant professional literature.
- understanding the education question regarding the school;
- provides advice, solicited and unsolicited, to the Director on general policy issues such as: finance & management, staff organization, quality assurance and communication ;
- performs one or more (coordinating) tasks at school such as e.g.: PR-tasks, books Fund, internationalization, exams.

3.4 Replacement Director in his absence in some cases

4. Scope and Responsibility

- the innovation Coordinator is accountable to the Director as far as the quality of the work, the content of the plans and the extent to which the implementation plans within established frameworks are realized;
- The innovation Coordinator works within established frameworks of (educational) policies (including national decrees);
- the innovation Coordinator takes decisions at/about: the necessary approach, working methods and distribution of work, measures to be taken in the case of potential defects and bottlenecks, the content of proposed changes, coordinating and aligning the work and implementation of information and knowledge transfer.

5. Knowledge and skills

- Theoretical and practical knowledge in the field and of educational developments;
- Knowledge of process and innovation management, teaching methods and techniques and proven skill in its application;
- Knowledge of the organization of educational processes and skill in its implementation;
- Understanding of task, organization and operation of the school organization;
- Understanding of the content and structure of the education;
- Skills in controlling innovation projects and respond to changing education policy;
- Skills in drawing up opinions, (adjustment) and accountability reports;
- Skills in the preparation of operational plans;
- Ability to work in a team.

6. Contacts

- With the management and coordinators on the introduction of educational innovation (s)
- With the team about their functioning in order to make adjustments;
- With fellow coordinators on the implementation of innovation processes to achieve harmonization;
- With executives and colleagues within and outside their own team and the private school organization on the development of educational programmes and educational reform to achieve convergence, etc.;
- With stakeholders in the context of educational reforms during information evenings etc.

Salary commensurate with Scale 11 of the government salary scales in the range of NAF 5945 – NAF 8662