

Expression of Interest – My Time Coordinator

This role will be designated to assist with our My Time Parent coordination.

The successful applicant will work with the Principal and P&C Association to implement and coordinate:

- **Parent support Programs**
- **Parent connect opportunities**
- **Prepare flyers and document filing for the programs**
- **Liaising with the Principal to coordinate Programs**
- **Liaising with My Time Regional Coordinator**

The role will be paid administrative officer AAEP casual rate for 5 hours per week

Selection Criteria

The successful applicant will need to demonstrate;

Selection Criteria 1: Ability to coordinate programs

Selection Criteria 2: Evidence of administrative abilities including interpersonal skills, administrative skills and technology abilities including emailing and presentation use of datashows.

Selection Criteria 3: Demonstrate abilities to adhere to policies and procedures.

Application Process:

Applicants should present their application of no more than two A4 pages on how they will respond to the three selection criteria and Curriculum Vitae of no more than one A4 page.

Applications are due by Monday 2 March 2020 at 9 am and can be emailed to Colleen Hope at chope11@eq.edu.au or handed to the office at Mudgeeraba Special School.