

Job description of an Education Officer Digital Literacy

The duties and responsibilities of the selected candidate shall be those assigned by and as requested by the Director and includes among others:

- i. leading digital literacy learning outcomes across curricular programmes and initiatives as deemed necessary, to enhance students' digital competences at Primary, Middle and Secondary cycles;
- ii. assisting School Leadership Teams in conducting self-reflection exercises to acquire evidence-based knowledge on the school's state of play of digital competences and to support accordingly through the school development plan, professional development and other strategies in order to increase achievement levels in all College schools and to explore new methods of collaboration with other schools and the educational community;
- iii. assisting in the formulation and implementation of the Development Plans of colleges and schools, particularly where digital competences are concerned;
- iv. supporting educators and NQTs, in collaboration with the subject Education Officers, to achieve the curricular aims of the teaching and learning programmes in the different subjects/areas with the aid of digital technologies;
- v. guiding educators in designing and delivering educational activities and creating digital resources to enhance the digital attainment level of all students;
- vi. advising and participating with other entities approved by MFED for selecting and producing of suitable educational resources at the various levels;
- vii. ensuring the provision of appropriate cross-curricular learning programmes and project-based learning for all learners, including but not limited to learners with learning difficulties, talented learners and foreign students;
- viii. supporting in the adherence of the policies and provisions laid down in the Education Act, as well as other policies and provisions of MFED;
- ix. managing the coordination of and setting up of digital literacy projects and initiatives
- x. gathering, analysing, researching and evaluating data and using it to plan and manage services, projects and systems provided by DDLTS
- xi. collaborating with the Institute for Education and managing the setting up of new digital literacy programmes for educators and learners; ensuring the accreditation of programmes, the availability of physical, digital and human resources, the promotion and evaluation of the programmes;
- xii. managing the formulation of digital education policies and provide support in the

monitoring of their implementation;

- xiii. contributing to the setting up of during and after-school programmes involving digital literacy in schools within the colleges in collaboration with the Foundation for Educational Services (FES), the National Literacy Agency (NLA) and other organizations approved by MFED;
- xiv. developing a Community of Professional Educators and managing the organisation of CPDs sessions for the various teaching grades;
- xv. providing advice, input, support, monitoring and mentoring in connection with digital literacy, curriculum development, quality assurance, management and implementation at directorate, college, school and other educational institution level, in both the state and non-state school sectors;
- xvi. evaluating and ensuring the quality and standards for the expansion of digital literacy and follow-up progress in all areas of teaching and learning;
- xvii. actively contributing for the development of the operations and services provided by DDLTS
- xviii. assisting in the preparation of budgets, business planning and project management for DDLTS;
- xix. any other duties commensurate with its role and according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.