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EASTERN CAPE
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CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

Provincial Curriculum Guidelines (PCG 12 /2008)

Role Functions and Responsibilities Of e-Learning Personnel

Siyasebenzisana • Working Together • Samewerking



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A. Preamble

1. This document is intended to formalize the role functions of e-learning personnel.
2. This document has been informed by the Provincial Strategic Plan of the Eastern Cape Department of Education. The role functions and responsibilities are designed to realize the vision of the Chief Directorate, Curriculum Management.
3. The Work Plans and Work Plan Agreements of all Curriculum Personnel must be informed by Provincial Curriculum Guidelines on e-learning: *Role Functions and Responsibilities of e-learning Personnel*.
4. This role function document is the result of input obtained from District e-Learning Personnel through a consultative process at the Education Leadership Institute on 22 February 2007.
5. The stipulations of this document are binding on all e-Learning Personnel employed by the Provincial Education Department.

B. Eastern Cape Department of Education: Provincial Strategic Plan

Vision

Our vision is to offer a world class education and training system that meets the diverse needs of the rural and urban character of our province, promoting good governance and sustainable development.

Mission

The Department of Education provides quality education for sustainable development through:

- Providing socially relevant and economically responsive programmes that address the human resource needs of the province and the country.
- Enhancing the skills base for agrarian transformation, manufacturing diversification and tourism in order to meet the needs of the second economy.
- Providing quality programmes to build the capacity of all employees.
- Engaging its stakeholders in participatory processes.

Strategic Goals

1. Equity in educational achievements for all learners regardless of race, gender disability or geographic location.
2. Equipping all school learners with skills for further employment (including self employment), training and participation in society.
3. Improved quality of teaching and learning at all educational levels, throughout the province.
4. Increased levels of service integration at the local level.
5. The establishment and performance of systems and processes for enhanced service delivery.
6. Optimal configuration of the school system in order to balance access and efficiency.
7. Balanced funding and deployment of resources to maximise discretionary support to strategic priorities.
8. Social issues affecting schooling.
9. School infrastructure development.

C. Vision of the Chief Directorate: Curriculum Management

The vision of the Chief Directorate: Curriculum Management which was adopted on 25 September 2005 at the Education Leadership Institute is as follows:

To provide leadership and direction for efficient curriculum management and effective curriculum implementation through policies, procedures, systems and structures.

D. Role functions and responsibilities of e-Learning Personnel

The role functions outlined in this document are directly linked to **Strategic Goals 3, 2, 5 and 1 above**, in order of priority. The roles of the Curriculum Personnel are aligned with the specific objectives of these four Strategic Goals as well as the vision of the Chief Directorate: Curriculum Management.

This document defines the core function of e-Learning personnel as:

To develop and integrate the e-Education Policy into the curriculum through innovative systems.

In order to achieve the *core function*, 10 roles of e-Learning Personnel have been identified as follows:

1. To orientate and train on integrating Information and Communication Technologies (ICTs) in teaching and learning.
2. To develop and distribute relevant e-learning materials.
3. To provide guidance and support on ICT resource management and information systems.
4. To provide e-learning facilitators/teachers with effective on-site support.
5. To promote professional development in e-Learning.
6. To establish and maintain e-learning/ICT structures.
7. To develop effective communication strategies.
8. To establish and maintain relevant statistical databases.
9. To monitor and evaluate e-learning programmes.
10. To develop and implement Work Plans and Work Plan Agreements in accordance with PCG 12 /2008.

Each **role** has specific **responsibilities** that have to be fulfilled. E-Learning personnel are required to reflect **activities** for each of the responsibilities in their individual **Work Plans**.

ROLE FUNCTION 1: To orientate and train on integrating ICTs in teaching & learning.

Specific responsibilities

Provincial e-Learning planners

- Ensure that e-Learning facilitators in districts develop a thorough knowledge and understanding of the e-education policy and practice as prescribed by the National/Provincial Department of Education.
- Plan and conduct orientation and training programmes for curriculum planners at provincial office and e-Learning facilitators in districts on the following:-
 - Training on ICT and basic computing skills.
 - Training on use of ICTs as teaching and learning tools.
 - Integrating ICTs in curriculum.

District e-Learning specialists

- Orientate teachers to e-education policy and practice as prescribed by the National/Provincial Department of Education.
- Plan and conduct orientation and training programmes for teachers on the following:-
 - Training on ICT and basic computing skills.
 - Training on use of ICTs as teaching and learning tools.
 - Integrating ICTs in curriculum.

ROLE FUNCTION 2: To develop and distribute relevant e-learning materials

Specific responsibilities

Provincial e-Learning planners

- Determine the needs of provincial curriculum planners and subject/Learning Area specialists in the districts for implementing e-learning.
- Conceptualise NDoE policies and develop provincial policy guidelines and support material. Print and distribute materials.
- Devise strategies for the development of e-Learning training materials and other electronic materials.
- Co-ordinate the evaluation, selection and utilization of appropriate hardware and software for e-Learning.

District e-Learning specialists

- Determine the needs of subject/Learning Area specialists and teachers for implementing e-learning.
- Provide national policy documents, provincial guidelines and support material and make them accessible to teachers.
- Develop e-Learning training materials.
- Facilitate the evaluation, selection and utilization of appropriate hardware and software for e-Learning.

ROLE FUNCTION 3: To provide guidance and support on ICT resource management and information systems.

Specific responsibilities

Provincial e-Learning planners

- Provide overall leadership for the development and implementation of e-Learning.
- Ensure that e-Learning facilitators have a sound knowledge of the policies, understand them, interpret them correctly and implement them effectively.
- Support e-Learning facilitators and curriculum planners in improving their knowledge and understanding of e-Learning, and its impact on enhancing curriculum delivery.
- Formulate guidelines to guide and assist in the implementation of the e-Education policy.
- Co-ordinate and facilitate the participation of the province in all e-Learning projects and programmes that are led by the National and/or Provincial DoE or in conjunction with outside agencies.
- Promote interactions and open days for peer exchange and sharing resources.

District e-Learning specialists

- Ensure that teachers have a sound knowledge of the policies, understand them, interpret them correctly and implement them effectively.
- Support teachers on improving their knowledge and understanding of e-learning and its impact on enhancing teaching, learning and assessment.
- Arrange and convene workshops and seminars for teachers on management and the use of ICT resources and information literacy.
- Facilitate twinning of schools in order to share resources, knowledge and experiences through internet connectivity.

ROLE FUNCTION 4: To provide e-learning facilitators/teachers with effective on-site support

Specific responsibilities

Provincial e-Learning planners

- Determine the needs of curriculum planners in the provincial office and subject/Learning Area specialists in the districts in terms of management and use of ICT resources and information literacy.
- Develop activities for on-site support as informed by the identified needs.
- Support e-learning specialists by visiting districts (ICT centres).
- Promote the use of the internet connectivity for sharing of good practice through team teaching, mentoring, twinning, demonstration lessons, sharing resources, etc.
- Develop strategies for collaboration and multi-disciplinary approaches.
- Compile a comprehensive report after district visit as per **Annexure A: District Visit Tool & Report template**.

District e-Learning specialists

- Determine the needs of teachers in terms of management and the use of ICT resources and information literacy.
- Develop activities for on-site support as informed by the identified needs.
- Support teachers by visiting schools for the utilisation of ICTs to enhance teaching and learning.
- Ensure the use of the internet connectivity in replication of good practice through team teaching, mentoring, twinning, demonstration lessons, sharing resources, etc.
- Develop strategies for collaboration and multi-disciplinary approaches
- Compile a comprehensive report after each school visit as per **Annexure B: School Visit Tool & Report template**.

ROLE FUNCTION 5: To promote professional development on e-Learning.

Specific responsibilities

Provincial e-Learning planners

- Arrange and convene In-service Education of Teachers (INSET) programmes, conferences, workshops and seminars for curriculum planners, subject/Learning Area specialists, e-learning facilitators and teachers on e-learning matter.
- Encourage curriculum specialists/teachers to access the latest research in the field of e-learning and also create opportunities for teachers to do research.
- Provide curriculum specialists/teachers with information on Higher Education Institutions (HEI) degrees/courses and bursaries to encourage further study on digital and information literacy.

District e-Learning specialists

- Support teachers in improving their knowledge and understanding of e-learning.
- Facilities twinning of schools in order to share resources, knowledge and experiences.
- Encourage teachers to access the latest research in the field of e-learning and create opportunities for teachers to do this.
- Provide teachers with information on HEI degrees/courses and bursaries to encourage further study on digital and information literacy.

ROLE FUNCTION 6: To establish and maintain e-learning/ ICT structures

Specific responsibilities

Provincial e-Learning planners

- Promote the establishment of ICT Committees at district/circuit/cluster/school levels, as per *PCG 03/2005: Guidelines for Phase and Learning Area/Subject Committees*, and coordinate their activities
- Strengthen links between e-Learning specialists and subject/learning area specialists.
- Facilitate the orientation, training and sustainability of committees.
- Facilitate the establishment of reporting procedures.
- Monitor and evaluate the functionality of communities and address challenges.
- Represent the province at national and other relevant e-Learning forums.

District e-Learning specialists

- Facilitate the establishment of ICT Committees at district/circuit/cluster/school levels, as per *PCG 03/2005: Guidelines for Phase and Learning Area/Subject Committees*, and coordinate their activities
- Forge links with subject/learning area specialists.
- Facilitate the orientation training and sustainability of committees.
- Facilitate the establishment of reporting procedures.
- Monitor, support and evaluate the functionality and sustainability of committees.

ROLE FUNCTION 7: To develop effective communication strategies

Specific responsibilities

Provincial e-Learning planners

- Establish effective electronic channels of communication, between province and district, district and schools, and with other directorates and sections, teacher unions and other stakeholders.
- Facilitate effective communication strategies using existing school and curriculum structures.
- Use Information and Communication Technology (ICT) to gather and disseminate information and ensure prompt submission of reports required by provincial office.

District e-Learning specialists

- In addition to a variety of communication strategies, such as regular notices to schools, meetings, bilateral talks, workshops and newsletters, also employ electronic channels e.g. e-mail.
- Use Information and Communication Technology (ICT) to gather and disseminate information and ensure prompt submission of reports required by provincial office.
- Respond promptly to all written and telephonic communication received.

ROLE FUNCTION 8: To establish and maintain relevant statistical databases

Specific responsibilities

Provincial e-Learning planners

- Design and develop electronic/digital systems for collecting, analysing, presenting, storing and updating data.
- Review and update data on a regular basis for effective budgeting.

District e-Learning specialists

- Utilise comprehensive electronic/digital data collection instrument generated by the Provincial Chief Directorate: Curriculum Management.
- Review and update data on a regular basis for effective budgeting.

ROLE FUNCTION 9: To monitor and evaluate e-learning programmes

Specific responsibilities

Provincial e-Learning planners

- Monitor, support and evaluate the implementation of e-Education and related policies on a regular basis.
- Develop systems to track progress of e-Learning implementation with respect to planning, teaching, learning and assessment
- Design and develop evaluation plans and tools to ensure effective, valid and reliable data on e-Learning programmes.

District e-Learning specialists

- Monitor, support and evaluate the implementation of e-Education and related policies on a regular basis.
- Implement systems to track progress of e-Learning implementation with respect to planning, teaching, learning and assessment
- Implement the evaluation plans and tools to ensure effective, valid and reliable data on e-Learning programmes.
- Complete and submit monitoring and evaluation reports

ROLE FUNCTION 10: To implement the Performance Management and Development System (PMDS)

Specific responsibilities

Provincial e-Learning planners and District e-Learning specialists

- Ensure that all the requirements of PMDS are met
- Develop an annual Performance Plan in line with the Strategic Plan of the Chief Directorate: Curriculum Management.
- Develop an annual Work Plan based on the Annual Performance Plan (Action Plan)

E. Conclusion

1. It is anticipated that PCG 12 /2008 *Role Functions and Responsibilities of e-Learning Personnel*, will provide clear direction to departmental officials whose core function it is to ensure effective implementation of e-Education policies and e-Learning Provincial Guidelines.
2. Provincial Strategic Plans, organograms and systems are constantly being revised for more effective service delivery. Hence, role functions and responsibilities shall have to be amended accordingly.
3. District e-Learning Personnel will be called upon on occasion to execute other duties not contained in this document, as a result of national and provincial mandates.
4. It is acknowledged that implementation of all the role functions contained in this document is dependant upon infrastructure, resources and other contextual factors.
5. All e-Learning Personnel, however, are expected to ensure that they are fully familiar with the entire content of this document and that every effort is made to action the role functions and responsibilities, so that there is a collective drive to improve the quality of teaching, learning and assessment in our Province!

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S.P. Govender

Chief Director: Curriculum Management

Date