



MINISTRY OF EDUCATION
CAREER OPPORTUNITIES

Applications are invited from suitably qualified persons to fill the following contractual positions in this Ministry:

CLUSTER BASED LITERACY SPECIALISTS

- **KINGSTON REGIONAL OFFICE**
- **PORT ANTONIO REGIONAL OFFICE**
- **BROWN'S TOWN REGIONAL OFFICE**

JOB PURPOSE:

To provide technical support to a cluster of schools to improve their literacy levels and targets.

KEY RESPONSIBILITY AREAS:

1. Develop, coordinate and implement all literacy activities in cluster of schools.
2. Provide technical support via demonstrations and workshops in diagnostic procedures and make referrals where necessary.
3. Assist in the development and implementation of customized reading programmes based on literacy needs and assessment.
4. Facilitate staff members in on-going professional development and training in literacy initiative.
5. Sensitize and partner with parents about their roles in schools' literacy initiative.
6. Offer pull out services to students in dire need as deemed possible.
7. Provide on-going feedback to the principals of participating schools regarding the progress of the students' involved in the programmes developed.

REQUIRED COMPETENCIES:

1. Specialized knowledge of literacy strategies/programmes aimed at raising students' literacy levels.
2. Knowledge of strategies/methodology aimed at improving the reading level of boys.
3. Proven ability to communicate effectively both orally and in writing.
4. Excellent time management and networking skills.
5. Ability to work proactively as a member of the Literacy Management Team.
6. Ability to present information to a wide range of audiences.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Literacy Studies and Language Education.
- Trained teacher qualifications.
- At least three (3) years' experience in the teaching of Language.
- Experience in curriculum development and implementation will be an asset.

Interested persons are invited to submit an application with résumé no later than **Friday, October 23, 2015** to the address presented below.

**Director – Human Resource Management
Ministry of Education
2- 4 National Heroes Circle,
Kingston 4
OR**

Email: jobapplications@moe.gov.jm
Subject: “Cluster Based Literacy Specialist (Indicate Region)”

We thank all applicants for expressing an interest; however, only short listed candidates will be contacted.