



## MINISTRY OF EDUCATION CAREER OPPORTUNITY

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

### ***ASSISTANT CHIEF EDUCATION OFFICER (GMG/EO 4) SPECIAL EDUCATION UNIT***

#### **JOB PURPOSE:**

Under the general direction of the Deputy Chief Education Officer – Curriculum and Support Services, the Assistant Chief Education Officer is responsible for managing the work and staff of the Special Education Unit; the position is also responsible for monitoring all government owned and government aided Special Education Schools and units island-wide, and other schools which receive special grants;

#### **KEY OUTPUTS:**

- Unit Work Plan monitored
- Special initiative proposals developed
- School curriculum and examination items modified
- Specialized material for resource rooms procured
- Placement requests for special education students managed
- Parents counselled
- Stakeholder meetings convened
- Reports prepared
- Research conducted

#### **KEY RESPONSIBILITY AREAS:**

##### **Technical / Professional Responsibilities**

- Manages the day to day affairs of the Special Education Unit with a view to achieving the goals and objectives of the Unit Work Plan; participates in the development of the

operational plan for the Curriculum Support Services Section;

- Develops special initiatives/proposals; examines staffing needs and makes an assessment of the support required;
- Leads in modifying the regular school curriculum to suit the needs of the special education population; collaborates with the Student Assessment Unit to modify examination items or develop new test items to accommodate the different educational needs;
- Ensures that schools' resource rooms are supervised effectively;
- Conducts research in areas of interest to the special needs population; disseminates information;
- Handles request for placement of Grade Six Achievement Test (GSAT) awardees, processes requests from other special needs students seeking placement in public/private institutions; conducts interview to ensure that the need is genuine and organises placement options in appropriate facilities;
- Organizes the review of psycho-educational assessment to determine appropriate placement;
- Counsels parents of children with special needs; where indicated, makes referrals to agencies/entities where further support is available;
- Oversees the preparation of curriculum support material and national examinations in Braille and Large Print;
- Participates in the planning and delivery of workshops and seminars;
- Convenes stakeholder meetings where participants share as a group and bring their concerns to the table;
- Provides advisory services for stakeholders;
- Advocates for programme support;
- Develops proposals for special education management and improvement

### **Management/Administrative Responsibilities**

- Directs, guides and oversees the performance of day to day affairs of the Special Education Unit by: monitoring the implementation of the Unit Work Plan; developing and managing the budget and ensuring that work is carried out as planned;

- Allocates work/schools to Education Officers in the field; receives progress reports and feeds information into the Unit report;
- Monitors the work of staff through site visits;
- Directs the timely preparation and submission of reports including performance management and the annual budget for the Unit;
- Represents the Ministry of Education at conferences, seminars, workshops and other functions as required;

### **Human Resource Management Responsibilities**

- Supervises and evaluates the performance of staff to ensure the work output is consistent with work plan;
- Provides leadership and guidance to staff through effective planning, delegation and communication,
- Makes sure that the welfare and development and training needs of staff in the Unit are identified and addressed;
- Participates in the recruitment of staff for the Unit;
- Recommends disciplinary action to be taken when necessary;
- Establishes and maintains a system that fosters a culture of teamwork within the Unit;

### **Other**

- Any other related duties that may be assigned
- Unit's annual budget prepared in accordance with Government of Jamaica Guidelines and within a timely manner

### **Required Competencies:**

- Sound knowledge of the Education Act and Regulations;
- Sound Knowledge of the ministry's policies, rules and regulations;
- Sound knowledge of the education system;
- Sound knowledge of the Child Care and Protection Act;
- Sound knowledge of special needs education;

- Good knowledge of the latest trends in curriculum development;
- Highly developed planning, decision-making and coordinating skills;
- Ability to communicate effectively, both orally and written forms with persons at different levels;
- Strong ability to interpret psycho-education assessment.

### **Minimum Qualification and Experience**

- Post graduate degree in Education with specialization in Special Education
- Training in Educational Administration with a minimum of five (5) years' related work experience at the managerial level
- Diploma in Education with at least five (5) years' teaching experience

### **REMUNERATION PACKAGE PER ANNUM**

**Salary Scale** - \$3,723,019 – \$4,425,500 per annum *along with any other allowance(s) attached to the post.*

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](mailto:jobapplications@moe.gov.jm)**

**Subject: “Assistant Chief Education Officer – Special Education Unit”**

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