



MINISTRY OF EDUCATION CAREER OPPORTUNITY

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

EDUCATION OFFICER (GMG/EO 2) ***SECONDARY SUPERVISION*** ***MANDEVILLE REGIONAL OFFICE – REGION 5***

JOB SUMMARY:

Under the direction of the Senior Education Officer the incumbent is responsible for ensuring the effective implementation of the Ministry's policies, programmes and initiatives in all assigned Secondary Schools.

Key Outputs

- Annual Work Programme prepared and implemented.
- Audits of school operations.
- Examinations monitored.
- Workshops/seminars conducted.
- Recommendations to effect improvements in school performance.
- Technical Advice.
- Incentive Award Schemes organised.
- Technical and Administrative Reports prepared.

KEY RESPONSIBILITY AREAS:

Management/Administrative Responsibilities

- Participates in policy development and consultations at the Regional level.
- Prepares Annual Work Programme ensuring that it is consistent with the objectives of the Ministry and the Region.

- Represents the Ministry at public functions in the Region.
- Prepares technical and other reports and submits to the Senior Education Officer, Secondary Education, as required.

Technical/Professional Responsibilities

- Evaluates the effectiveness of administration as well as the delivery of education in Secondary Schools. Makes recommendations to the Senior Education Officer, Secondary Education to effect improvements to the system.
- Collaborates with the Senior Education Officer (Testing and Measurement) to facilitate the development, testing and implementation of valid and reliable diagnostic tools for learning difficulties to assist teachers and schools.
- Evaluates educational programmes, the level of instructional leadership, management functions, as well as teaching, to determine the impact these have on student learning and achievement. Makes recommendations as required to effect improvements in student performance.
- Reviews students' Continuous Assessment Records and makes recommendations for change/improvement as informed by such examination.
- Evaluates pupil classification, staff deployment, record-keeping and other management functions of principals and teachers.
- Examines and evaluates schools' Development Plans and monitors implementation to ensure that targets are achieved. Provides guidance in developing strategies to address deficiencies in order to meet set targets,
- Guides the implementation of the curriculum at all grades.
- Supervises the conduct of all national examinations to ensure they are administered in accordance the guidelines stipulated by the Ministry of Education.
- Conducts workshops and seminars for principals, teachers and administrative staff and participates in parenting seminars.
- Guides principals in the preparation of quality control tools such as the Annual Budget, School Calendar of Activities, Time Budget and Financial Management Records.
- Provides guidance to School Boards relating to the administration of schools and interpretation of Ministry policies and guidelines.
- Performs some duties of School Board Chairmen in emergency cases.
- Organizes and conducts School Incentive Award Schemes.
- Monitors the registration process of all grades.
- Assists with the assessment of teachers in training for certification.
- Mobilizes community support and school-based economic activities, as well as volunteerism.

HR Responsibilities

- Conducts performance appraisals of Principals and Vice Principals.
- Collaborates with the Senior Education Officer to identify training needs of Principals, Vice Principals and Administrative staff.
- Represents the Ministry in the recruitment of Principals and teachers.

Other

- Performs other related duties as assigned by the Senior Education Officer, Secondary Education.

REQUIRED COMPETENCIES:

The ideal candidate should possess:

Core

- Ability to lead effectively using a plethora of leadership styles;
- Excellent communication skills;
- Interpersonal and mediation skills;
- Ability to organize and implement workshops;
- Research skills.

Technical

- Thorough knowledge of the Education Code of Regulations;
- Knowledge of the Education Act;
- Pedagogical and androgogical skills;
- In-depth knowledge of curriculum areas;
- Knowledge of counselling techniques.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree from an accredited institution.
- Diploma in Education

Or

- Master's Degree in Education, Education Management or equivalent.

PLUS

- At least seven (7) years' in Education and Administration.
- Experience as a Principal would be an asset.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale - \$2,737,433 – \$3,253,948 per annum *along with any other allowance(s) attached to the post.*

Interested persons are invited to submit their applications with résumés 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: “*Education Officer – Secondary Supervision, Region Five*”

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