

## **CAREER OPPORTUNITIES**

THE MINISTRY OF EDUCATION IS IMPLEMENTING A COMPREHENSIVE RE-STRUCTURING OF THE EARLY CHILDHOOD CARE AND EDUCATION SUB-SECTOR OF THE EDUCATION SYSTEM. IN THIS REGARD, THE MINISTRY IS SEEKING TO FILL THE FOLLOWING POSITIONS ON CONTRACT FOR THREE (3) YEARS WITHIN THE EARLY CHILDHOOD CARE AND EDUCATION DIVISION.

### **ADMINISTRATOR/TEACHER - ECCE**

#### **DUTIES AND RESPONSIBILITIES:**

- ❖ Carries management and leadership responsibilities for the ECCE Centre.
- ❖ Plans the programme of activities of the Centre in accordance with Ministry of Education's policy.
- ❖ Ensures the effective delivery of the Curriculum.
- ❖ Builds a conducive and supportive environment for ECCE through the involvement of staff, parents and local board/support team meetings.
- ❖ Serves as onsite professional development trainer.
- ❖ Provides support to professional development sessions conducted at the Centre.
- ❖ Supervises the physical safety of the children at the centre.
- ❖ Allocates the duties and responsibilities for members of staff of the Centre (teaching and non-teaching).
- ❖ Ensures the proper use of materials and equipment in the Centre.
- ❖ Monitors and provides records as determined by the Ministry of Education.

#### **QUALIFICATIONS AND EXPERIENCE**

- ❖ Bachelor's Degree in Early Childhood Education.
- ❖ Minimum of eight (8) years experience in the field of ECCE.
- ❖ Recognized Certificate in Administration and Management of ECCE Centres will be an asset.
- ❖ Considerable experience in curriculum development and implementation – ECCE.

**OR**

- ❖ Any equivalent combination of experience, certification and training.

## **SUBMISSION OF APPLICATIONS**

All applications should be addressed to:

**Permanent Secretary  
Ministry of Education  
#18 Alexandra Street, Port of Spain  
Attention:  
Director Human Resources  
(Planning and Consulting Services)**

### **Deadline date for submission:**

Friday July 11th, 2008

Unsuitable applications will not be acknowledged.