

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.

ASSISTANT DIRECTOR EARLY CHILDHOOD CARE & EDUCATION (ECCE)

KEY DUTIES AND RESPONSIBILITIES:

- ❖ Assists the Director, ECCE in all matters of governance of the sector.
- ❖ Assists in directing research with a view to ensuring quality standards at ECCE Centres in Trinidad and Tobago.
- ❖ Assists with all matters relating to the organization and administration of ECCE Services.
- ❖ Advises on formulation and revision of curricula.
- ❖ Visits ECCE Centres to supervise the programme of education required by the curriculum.
- ❖ Prepares Performance Appraisal reports on staff at ECCE Centres and at the ECCE Division.
- ❖ Investigates various ECCE education problems as they occur, in conjunction with the National Council for ECCE (NCECCE).
- ❖ Reports on school buildings, equipment and furniture required.
- ❖ Assists in the delivery of ongoing professional development of staff at ECCE Centres.
- ❖ Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Extensive knowledge and appreciation of the programme at ECCE level in Trinidad and Tobago.
- ❖ Extensive knowledge of modern educational theories, methods and practices.
- ❖ Considerable knowledge of education administration.
- ❖ Ability to undertake education research and to investigate education problems.
- ❖ Ability to inspect work at the ECCE Centres and to advise on various phases of the programme.

- ❖ Ability to foster and maintain good relationships among the ECCE Centres, the primary school and the Ministry of Education.
- ❖ Ability to maintain good working relationships with all stakeholders to achieve an integrative approach at ECCE level.

QUALIFICATIONS AND EXPERIENCE

- ❖ Training as evidenced by an approved Master's Degree.
- ❖ Considerable experience as principal/administrator at Early Childhood Level.
- ❖ Post Graduate professional training in educational administration as evidenced by certification.

OR

- ❖ Any equivalent combination of experience 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.