

## **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.

### **CURRICULUM PROGRAMME COORDINATOR EARLY CHILDHOOD CARE & EDUCATION (ECCE)**

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

- ❖ Plans, coordinates and directs the design, development, implementation and evaluation of curricula according to the national curriculum guide for all ECCE Centres under the jurisdiction of the Ministry of Education.
- ❖ Advises ECCE Curriculum Facilitators with regards to curricula, and the implementation of the same at ECCE Centres.
- ❖ Coordinates and supervises the activities of ECCE Curriculum Facilitators, administrators and teachers in different districts engaged in planning and evaluating school curricula and work related thereto.
- ❖ Coordinates the examination and analysis of trends and projections in the field of Curriculum and national development, in order to determine training needs and appropriate curriculum development.
- ❖ Participates in and assists with the conduct of professionals development sessions for ECCE Curriculum Facilitators, administrators, teachers and others.
- ❖ Sits on committees and works with ECCE Specialist on committees responsible for the assessment of qualifications or persons seeking employment in the ECCE sub-sector.
- ❖ Liaises with other departments and staff within the Ministry on matters related to curriculum development.
- ❖ Advises the Ministry of Education on the acquisition of books and other educational material and equipment for use at educational institutions.
- ❖ Serves on various committees related to curriculum (ECCE) participates in meetings and submits reports thereon to reporting officer.
- ❖ Perform related work as may be required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Extensive knowledge of the principles and techniques of curriculum.

- ❖ Considerable knowledge of modern educational theories, practices and teaching techniques.
- ❖ Considerable knowledge of the education system of Trinidad and Tobago.
- ❖ Considerable knowledge in the field of curriculum development, implementation and delivery.
- ❖ A thorough understanding of the National ECCE Curriculum Guide.
- ❖ Knowledge of descriptive and inferential statistics.
- ❖ Ability to grasp and analyse problems in administering the ECCE Curriculum.
- ❖ Ability to plan and execute ECCE teaching programmes.
- ❖ Ability to conduct research and investigational surveys and to prepare comprehensive reports on findings.
- ❖ Ability to establish and maintain effective working relationships with and among staff engaged in curriculum work.

## **QUALIFICATIONS AND EXPERIENCE:**

- ❖ Extensive experience in curriculum development and training as evidenced by the possession of an approved Masters Degree in ECCE (with Curriculum components) supplemented by a postgraduate Diploma in Education.

**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.