



**Government of the Republic of Trinidad and Tobago**  
**MINISTRY OF EDUCATION**

**Education Towers, No.5 St. Vincent Street, Port of Spain, Trinidad**

[www.moe.gov.tt](http://www.moe.gov.tt)

**Phone: 1-868-622-2181 (Ext. 1601 to 1604 or 1623 to 1629)**

## **JOB OPPORTUNITIES**

The Ministry of Education is inviting applications from suitably qualified nationals of the Republic of Trinidad and Tobago to fill the under-mentioned positions, for a period of at least six (6) months, in the first instance.

### **PRIMARY SCHOOLS**

#### **(1) LITERACY COACH**

##### **JOB SUMMARY:**

The Literacy Coach (Primary) will be required to monitoring the progress of students and work with the school's administration and teachers to improve teaching pedagogies for literacy instruction, as well as student learning and student achievement in Reading, through the implementation of data driven literacy interventions aimed at improving students' academic performance.

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

- Attends training sessions to upgrade his/her understanding of content and pedagogical skills including assessment of student learning in the teaching of literacy.
- Prepares work plans and provides reports on activities, outputs and achievements.
- Assists teachers in diagnosing learner deficiencies and plans corrective interventions.
- Assists teachers in identifying factors that contribute to low academic performance in literacy.
- The Coach will support, encourage and guide staff to use:
  - data from assessment to diagnose learner deficiencies and plan interventions based on data analysis.
  - resource-rich strategies (involving manipulatives as well as technology) to motivate learners and create positive dispositions to reading.
  - a variety of strategies (including performance tasks, portfolios and learning logs) to assess learner progress.
  - strategies that connect literacy to other subjects and real life.
  - model best practices and effective instructional strategies, which result in improved student achievement in literacy.
  - innovative approaches to successfully lead the development, implementation and review of teaching and learning strategies for students' literacy development.

- The Coach will:
  - support the school's Literacy and/or School-based Intervention Teams (Principal, class level representatives, all specialist teachers).
  - develop teacher capacity by providing on-going support for teachers through professional development that is learner centered.
  - provide support to key school personnel to assist teachers in ensuring that the learning needs of all students are addressed.
  - build motivation for literacy with school-wide incentives.

#### **SKILLS:**

- Sound human relations skills
- Sound verbal and written communication skills
- Sound classroom management skills
- Sound planning and organising skills
- Sound measurement and evaluation skills

#### **QUALIFICATIONS AND EXPERIENCE:**

- Master of Education with a specialty in Reading and/or Literacy or Numeracy Instruction.
- Degree/Diploma/Certificate specialising in ICT skills development.
- Teachers who currently hold appointments by the Teaching Service Commission with a minimum of five (5) years of service.
- Individuals previously employed with the Monitoring Unit, MOE under the CETT Initiative.
- Retirees from the MOE with commensurate qualifications having retired post December 31<sup>st</sup>, 2018.
- Persons in the education system who have specialised skills in the areas of Literacy and Literacy Interventions.

### **(2) NUMERACY COACH**

#### **JOB SUMMARY:**

The Numeracy Coach will be required to work at the primary school level. Duties include monitoring the progress of students and working with the school's administration and teachers to improve teaching pedagogies for numeracy instruction, as well as student learning and student achievement in Mathematics, through the implementation of data driven numeracy interventions aimed at improving students' academic performance.

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

- Attends training sessions to upgrade his/her understanding of content and pedagogical skills including assessment of student learning in the development of numeracy skills and the teaching of Mathematics.
- Prepares work plans and provides reports on activities, outputs and achievements.
- Assists teachers in diagnosing learner deficiencies and plans corrective interventions.
- Assists teachers in identifying factors that contribute to low academic performance in numeracy.

- The Coach will support, encourage and guide staff to use:
  - data from assessment to diagnose learner deficiencies and plan interventions based on data analysis.
  - resource-rich strategies (involving manipulatives as well as technology) to motivate learners and create positive dispositions to building number sense.
  - a variety of strategies (including performance tasks, portfolios and learning logs) to assess learner progress.
  - strategies that connect numeracy to other subjects and real life.
  - model best practices and effective instructional strategies, which result in improved student achievement in numeracy.
  - innovative approaches to successfully lead the development, implementation and review of teaching and learning strategies for numeracy development.
  
- The Coach will:
  - support the school's Numeracy and/or School-based Intervention Teams (Principal, class level representatives, all specialist teachers).
  - develop teacher capacity by providing on-going support for teachers through professional development that is learner centred.
  - provide support to key school personnel to assist teachers in ensuring that the learning needs of all students are addressed.
  - build motivation for numeracy/ Mathematics with school-wide incentives.

#### **SKILLS:**

- Sound human relations skills
- Sound verbal and written communication skills
- Sound classroom management skills
- Sound planning and organising skills
- Sound measurement and evaluation skills

#### **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor of Education degree or Bachelor of Science degree specialising in Mathematics.
- Degree/Diploma/Certificate specialising in Numeracy Instruction.
- Degree/Diploma/Certificate specialising in ICT skills development and/or training in the use of Educational Technologies.
- Teachers who currently hold appointments by the Teaching Service Commission with a minimum of five (5) years of service.
- Individuals previously employed with the Monitoring Unit, MOE under the CETT Initiative.
- Retirees from the MOE with commensurate qualifications having retired post December 31<sup>st</sup>, 2018.
- Persons in the education system who have specialised skills in the areas of Numeracy and Numeracy Interventions.

## SECONDARY SCHOOLS

### (1) REMEDIAL INSTRUCTOR (LITERACY)

#### JOB SUMMARY:

The Remedial Instructors (Literacy) are expected to work with Principals, teachers and students at selected secondary schools to improve Literacy instruction, remediation of student learning and improvement of students' academic performance.

#### KEY DUTIES AND RESPONSIBILITIES:

- Attend training sessions to upgrade his/her understanding of content and pedagogical skills including assessment of student learning in the teaching of literacy.
- Prepare work plans and provide reports on activities, outputs and achievements.
- Assist with the administration of diagnostic/alternative/formative and summative assessments.
- Identify the students in need of remediation based on the analysis of assessment data.
- Design and develop intervention programmes based on the remediation goals which are set in response to the students' needs.
- Conduct flexible group sessions to develop targeted literacy skills.
- Model strategies that students will learn to implement independently (i.e. literacy strategies, test-taking strategies, organizational skills, etc.).
- Provide content area teachers with a range of literacy strategies.
- Maintain ethical and professional behaviour and observe confidentiality of student information.
- Support all new and on-going national, district and school-based literary initiatives (i.e. assessment procedures, pilot projects, vacation remediation programmes, etc.).
- Work cooperatively with the MOE Officials, Principal, Vice Principal, Heads of Departments and Subject Teachers.

#### SKILLS:

- Sound human relations skills
- Sound verbal and written communication skills
- Sound classroom management skills
- Sound planning and organising skills
- Sound measurement and evaluation skills

#### QUALIFICATIONS AND EXPERIENCE:

- Master of Education with a specialty in Reading and/or Literacy Instruction.
- Degree/Diploma/Certificate specialising in ICT skills development.
- Teachers who currently hold appointments by the Teaching Service Commission with a minimum of five (5) years of service.
- Individuals previously employed with the Monitoring Unit, MOE under the CETT Initiative.
- Retirees from the MOE with commensurate qualifications having retired post December 31<sup>st</sup>, 2018.
- Persons in the education system who have specialised skills in the areas of Literacy and Literacy Interventions.

## **(2) REMEDIAL INSTRUCTOR (NUMERACY)**

### **JOB SUMMARY:**

The Remedial Instructors (numeracy) are expected to work with Principals, teachers and students at selected secondary schools to improve Numeracy instruction, remediation of student learning and improvement of students' academic performance.

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

- Attend training sessions to upgrade his/her understanding of content and pedagogical skills including assessment of student learning in the teaching of numeracy.
- Prepare work plans and provide reports on activities, outputs and achievements.
- Assist with the administration of diagnostic/alternative/formative and summative assessments.
- Identify the students in need of remediation based on the analysis of assessment data.
- Design and develop intervention programmes based on the remediation goals which are set in response to the students' needs.
- Conduct flexible group sessions to develop targeted numeracy skills.
- Model strategies that students will learn to implement independently (i.e. numeracy strategies, test-taking strategies, organizational skills, etc.).
- Provide content area teachers with a range of numeracy strategies.
- Maintain ethical and professional behaviour and observe confidentiality of student information.
- Support all new and on-going national, district and school-based numeracy/mathematics initiatives (i.e. assessment procedures, pilot projects, vacation remediation programmes, etc.).
- Work cooperatively with the MOE Officials, Principal, Vice Principal, Heads of Departments and Subject Teachers.

### **SKILLS:**

- Sound human relations skills
- Sound verbal and written communication skills
- Sound classroom management skills
- Sound planning and organising skills
- Sound measurement and evaluation skills

### **QUALIFICATIONS AND EXPERIENCE:**

- Master of Education with a specialty in Reading Instruction.
- Degree/Diploma/Certificate specialising in ICT skills development.
- Teachers who currently hold appointments by the Teaching Service Commission with a minimum of five (5) years of service.
- Individuals previously employed with the Monitoring Unit, MOE under the CETT Initiative.
- Retirees from the MOE with commensurate qualifications having retired post December 31<sup>st</sup>, 2018.
- Persons in the education system who have specialised skills in the areas of Numeracy and Numeracy Interventions.

## **SUBMISSION OF APPLICATIONS**

Interested persons with suitable qualifications and experience are invited to submit an application which includes,

- computerised birth certificate
- certified copies of relevant Degree(s)/Diploma(s)/Certificate(s),
- two (2) recent references, not exceeding three (3) months, and
- recent Curriculum Vitae.

Applications must be submitted in a clearly labelled envelope titled:

Application for <**STATE POSITION OF INTEREST**>

**The Chief Education Officer  
Ministry of Education  
Education Tower A  
#5 St. Vincent Street  
Port Of Spain**

The closing date for the receipt of applications is **FRIDAY MARCH 31, 2023**

**Unsuitable applications will not be acknowledged.**