



**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

## **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 position, for a period of at least six (6) months, in the first instance.

### **(1) 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 MAY 26, 2023**

**Unsuitable applications will not be acknowledged.**