



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

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

The Ministry of Education (MOE) is inviting applications from suitably qualified individuals to fill the under-mentioned position, for a period of at least six (6) months, in the first instance.

PROJECT COORDINATOR: REMEDIAL SUPPORT PERSONNEL

Job Summary:

This job requires the incumbent Programme Coordinator- Remedial Support Personnel to implement, manage and supervise a Literacy/Numeracy Remedial Intervention Initiative. Duties include the management of two teams:

- Literacy and Numeracy Coaches assigned to selected primary schools
- Remedial Instructors (Mathematics and English Language Arts) assigned to selected secondary schools.

The Coordinator will supervise the Literacy Coaches and Remedial Instructors as they work with the schools' administration and teachers to improve teaching pedagogies for literacy/numeracy instruction. The Coordinator will monitor the implementation of programmes and policies for remediation instruction and supervise the progress of students receiving the specialised instruction. He/She have oversight of the programme to promote student learning and achievement in English Language Arts and Mathematics, through the implementation of data driven literacy/numeracy interventions.

Work will also involve coordinating the planning and evaluation of instructional materials for literacy and numeracy development that support remediation. Some supervision of the implementation of the National curricula for English Language Arts and Mathematics at the Primary and Lower Secondary Levels will be required. Duties include monitoring the progress of Remedial Support Personnel, Teachers and Students and working with all relevant education stakeholders to achieve the outcomes to improve teaching pedagogies for remedial instruction, as well as student learning and student achievement through the implementation of data driven remedial interventions.

Work will be performed with some degree of initiative and independent judgement under the direction of a superior and is reviewed through reports and discussion.

Qualifications:

Applicant must have

- Master of Education Degree or its equivalent

Additional qualifications include-

- Bachelor of Education Degree with specialist courses in the Teaching of English and/or the Teaching of Mathematics or its equivalent
- Degree/Diploma specialising in Numeracy/Reading/Curriculum Instruction
- Degree/Diploma/Certificate specialising in training in the use of Educational Technologies • Degree/Diploma/Certificate specialising in Project Management

Experience:

- Minimum of ten (10) years' experience as a professionally trained Teacher in English Language Arts and/or Mathematics at the Primary and/or Secondary levels.
- Persons in the education system who have specialised skills in management/project management and in the areas of Literacy/Numeracy and Literacy/Numeracy Interventions.

Required Knowledge, Skill and Ability

- Considerable knowledge of the education system of the Republic of Trinidad and Tobago.
- Considerable knowledge of systemic policies that impact the education system of Trinidad and Tobago such as The Education Act.
- Considerable knowledge of modern educational theories, practices and teaching techniques.
- Ability to plan and organise teaching programmes for classroom instruction.
- Ability to demonstrate measurement skills and implement evaluation techniques for reporting purposes.
- Ability to express ideas clearly and concisely by demonstrating sound verbal and written communication skills.
- Ability to foster and maintain sound professional relationships amongst personnel of the Ministry of Education.
- Ability to integrate ICT skills and educational technologies for planning, reporting, researching and monitoring of project activities.

Key Duties and Responsibilities

- Coordinates the schedules and activities of all remedial support personnel.
- Designs, develops, reviews learning materials which include lessons, formative assessments and summative assessment and other curriculum materials to support diagnosis and remediation.
- Advises remedial support personnel on educational methods, procedures, best practice and on the use of ICTs and educational technologies.
- Devises evaluation techniques for use in the particular subject areas.
- Arranges and/or facilitates requisite training for remedial support personnel and prepares reports as and when required on the progress of each coach and remedial instructor and on the success of the teaching methods being implemented.
- Monitor and control the programme budget and financial requirements.
- Ensure that the methodologies are in alignment with the prescribed curriculum at each level of the education system, both the primary and secondary levels.
- Conducts action research (apart from assessments) to obtain data for use in planning and developing interventions by visiting schools to observe school operations related to literacy and numeracy as well as reviewing the artifacts of remedial support personnel.
- Assess risk factors for different contexts and identify mitigating actions to curb risks levels.
- Maintain ethical and professional behaviour and observe confidentiality of student information.
- Support all new and on-going national, district and school-based literary/mathematics initiatives (i.e. assessment procedures, pilot projects, vacation remediation programmes).
- Makes recommendations on the provision of equipment and other material required for successful curriculum implementation, for remediation support.
- Performs related work as may be required.
- Liaises and works cooperatively with Ministry of Education personnel.
- Reports to Principal and Director - Curriculum Planning and Development Division.

Interested persons, with suitable qualifications are invited to submit a completed application together with copies of academic and birth certificates, any retirement notification letter, two (2) recent references and an updated curriculum vitae, in a clearly labelled envelope titled:

Application for <STATE POSITION OF INTEREST>

Addressed to:
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 26th May, 2023 at the close of business hours. Kindly be informed that unsuitable applications will not be considered.

Dr. Peter Smith
Chief Education Officer