

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

<u>JOB TITLE:</u>	Principal (Secondary)
<u>MINISTRY/DEPARTMENT:</u>	Ministry of Education
<u>DIVISION:</u>	Secondary and Further
<u>SECTION:</u>	Secondary
<u>UNIT:</u>	N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to ensure the successful implementation of the varied curriculum of a secondary school through effective management, professional leadership and the supervision and monitoring of a wide range of teaching and non-teaching staff. Responsibilities include establishing, in collaboration with staff, procedures/systems for the physical safety of the students and a healthy and secure environment which facilitates the learning process.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Bachelors' Degree from a recognised University.
- Certification in teaching as evidenced by the possession of a diploma such as a Diploma in Education/Teaching or equivalent.
- In-service training (11 weeks) in Education Administration or equivalent.
- Sound management skills.
- Expert leadership skills.
- Sound human relations skills
- Sound communication skills.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES: (cont'd)

- Sound evaluation and measurement skills.
- Sound skills in observation and analysis of students' behaviour
- Sound counselling skills.
- Sound classroom management skills.
- Basic computer skills.

LEARNED DISCIPLINES:

- Sound knowledge of the subject area taught.
- Sound knowledge of the principles and techniques of school administration.
- Sound knowledge of evaluation and measurement techniques.
- Sound knowledge of the Education Act and other relevant legislation.
- Sound knowledge of safety practices pertinent to a school environment.
- Sound knowledge of the philosophy and psychology of education and training.
- Sound knowledge of modern methods, techniques and principles of teaching.
- Working knowledge of the Financial Regulations.
- Working knowledge of the Public Service Commission Regulations, the Civil Service Regulations and the Public Service Commission Regulations as adopted by the Teaching Service Commission.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of relevant computer applications.

EXPERIENCE:

- Eight (8) years teaching experience after obtaining the post graduate Diploma in Education including at least two (2) years as Vice Principal (Secondary) or equivalent.

WORKING CONDITIONS:**Physical Environment and Hazards:**

Duties are performed in an environment in which the incumbent is exposed to

- Chalkdust - 10%

Physical Demand:

This job involves:

- walking the school compound to monitor the activities of the plant and students (10%).

Special Conditions:

This job involves:

- encountering emotional and irate parents and students – 15%
- meeting critical deadlines for the submission of reports and other official documents – 10%

JOB DESCRIPTION
REPORTING RELATIONSHIPS

REPORTS TO:

School Supervisor III

Nature of Supervision

Periodic supervision based on broad procedures (Weekly or Monthly Review).

SUPERVISION GIVEN TO:

- Vice Principal (Secondary)

Periodic supervision based on detailed procedures.

- Non-Teaching Staff
- Bursar/Registrar/Clerk III
- Librarian

Periodic supervision based on detailed procedures (weekly).

Indirect Supervision

Teaching Staff 50-125

Ancillary Staff 15-30

LIAISES WITH:(Internally) Ministry /Department:Nature of Contact

- Divisional Offices and other offices in the Ministry of Education

To request and provide information, (weekly).

(Externally) Other Ministries & Statutory Authorities:Nature of Contact

- Ministry of Health
- Ministry of Works and Transport
- Other Ministries/Statutory Bodies
- Approved Firms providing Maintenance and security services

To access medical services for students, (as required).

To seek assistance in respect of maintenance and repair, (as required).

To request information and general assistance, (as required).

To discuss and plan the security and maintenance of the school, (daily).

(Externally) Private Sector and Members of the Public:Nature of Contact

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| <ul style="list-style-type: none"> • Private Firms/Organisations | <p>To request general assistance for school activities, donations, etc as necessary.</p> |
| <ul style="list-style-type: none"> • Parents/Teachers | <p>To attend meetings of parents and teachers in order to discuss/ resolve problems relating to the school in general.</p> |
| <ul style="list-style-type: none"> • Parents/Guardians | <p>To receive and provide information on students' progress and other school matters on a daily basis.</p> |
| <ul style="list-style-type: none"> • Recognised Teachers' Association | <p>To request and provide information on industrial relations matters concerning teachers as appropriate.</p> |
| <ul style="list-style-type: none"> • University of the West Indies | <p>To obtain information and professional guidance.</p> |

DUTIES & RESPONSIBILITIES:

1. Directs and ensures the implementation of the secondary school curriculum approved by the Ministry of Education by:
 - developing the stated programme of the school in collaboration with teachers and parents;
 - ensuring that teachers prepare schemes of work, weekly records and evaluation and lesson notes in accordance with approved curriculum for each subject.
 - reviewing schemes of work, weekly records and evaluation and lesson notes in accordance with the approved curriculum for each subject;
 - allocating special responsibilities and assigning teachers to classes;
 - assigning students to classes/forms in accordance with the established policy of the Ministry of Education;

DUTIES & RESPONSIBILITIES (Cont'd):

- devising guidelines for the preparation of examinations;
 - reviewing examination question papers and marking scripts to ensure conformity with the requirements of the curriculum;
 - evaluating students' academic and behavioural progress through examination results and teachers' reports.
 - ensuring the development of remedial and enrichment programmes as appropriate; and
 - ensuring the development of co-curricular activities.
2. Manages the conduct of internal and external examinations. This may include establishing guidelines for the conduct of examinations.
3. Supervises the work of teaching and non-teaching staff. This function includes:
- monitoring teachers on a regular basis in the performance of their duties;
 - monitoring the non-teaching staff in the performance of their respective duties;
 - appraising staff performance (including completing annual staff report) and taking necessary action in accordance with established procedures;
 - counselling and assisting teaching and non-teaching staff, as necessary;
 - conducting regular staff meetings.
 - facilitating training of teachers and providing demonstrations of and guidance in the use of various teaching methods.
4. Establishes and maintains systems and procedures for:
- ensuring that a safe, productive and healthy environment exists within the school compound;
 - facilitating the all-round development of the students;
 - ensuring that the school buildings are in good repair by coordinating and monitoring maintenance and repairs; and
 - ensuring the security of plant and equipment

DUTIES & RESPONSIBILITIES (Cont'd):

5. Reports on and discusses students' academic and behavioural problems with parents/guardians, suggests remedial action and/or takes appropriate disciplinary action where necessary.
6. Ensures the preparation and maintenance of school records and statistical data for submission to the Ministry of Education, and to the School Board (where applicable).
7. Prepares draft estimates of expenditure for the school for submission to the Ministry of Education.
8. Manages the funds allocated by the Ministry of Education and submits financial reports to the Ministry of Education and other supervisory bodies as required.
9. Establishes procedures, in collaboration with staff, for the management of school funds realised from other sources and accounts to the Ministry of Education as required.
10. Establishes and maintains communication with individuals and community organisations which can assist the school.
11. Communicates and meets with the Schools' Parent Teachers' Association and other school related bodies to advise and collaborate on school activities and other special events.
12. May teach a specific subject in accordance with the approved curriculum through use of appropriate teaching methods, techniques and strategies, such as lectures, discussions demonstrations, selected audio/visual aids, group and individual work.
13. Attends meetings to discuss matters relating to school and in the case of denominational schools complies with directives of the Board.
14. Performs other duties related to job function which may be assigned from time to time.

EQUIPMENT AND/OR PROTECTIVE GEAR USED:

Required to use equipment such as:

- public address system
- computer
- audio visual equipment.

AUTHORITY TO:

- Authorise payments, within approved limits, for the purchase of school equipment/material for school in keeping with relevant Financial Regulations.
- Expend funds allocated to the school in accordance with policies laid down by the Ministry of Education.
- Review and sign/prepare official documents
- Approve students chosen to represent the school in co-curricular activities
- Suspend students from attendance on account of misconduct for a maximum period of seven (7) days.
- Suspend students from attendance on account of contagious diseases.
- Grant time-off to staff.
- Assign teachers to classes as well as allocate duties and responsibilities.
- Determine persons' right of access to school premises.
- Appraise staff performance.
- Make impromptu decisions e.g close school in emergency situations.
- Authorise use of the school premises in keeping with Ministry of Education policy.
- Modify school programme as appropriate to needs of school.
- Determine the allocation of bus passes, meals and textbooks to needy students
- Make recommendation to the Ministry of Education/School Board with respect to the selection, promotion, transfer and discipline of staff.
- Make recommendation to the Ministry of Education for students to repeat school year in accordance with the Ministry of Education guidelines.
- Make recommendation to the Ministry of Education for the expulsion of students.
- Determine the eligibility of students to write external examinations based on attendance, conduct and course marks.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- Procedures are put in place to ensure the implementation of the schools' curriculum and programme are effective.
- Adequate procedures are in place to ensure that duties performed by teaching and non-teaching staff are in accordance with established guidelines/procedures.
- Procedures are in place for effective maintenance and security of physical plant and equipment.
- Records for submission to the Ministry of Education are accurately completed within the given timeframe and in accordance with the Ministry of Education guidelines.
- Procedures are put in place for the accurate maintenance of school records.
- Draft estimates and other financial documents are prepared in accordance with established procedures/Financial Regulations, and are submitted within the stipulated time frame.
- Funds are expended to the benefit of the school and in accordance with the Financial Regulations.
- Staff have been appraised within the stipulated time frames and appropriate discussions held with the appraisee.
- Meetings are held with the Parent Teachers' Association
- On-the-job training of teaching staff is conducted periodically.

This document is a true and accurate description of the position

SIGNATURES:

Incumbent/s _____ Date 04/04/01

Incumbent/s _____ Date _____

Supervisor _____ Date _____

Manager _____ Date 22/7/01

Chief Personnel Officer [Signature] Date 23/03/01

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