

| District | School | School Type |
|---|---|---|
| Port of Spain and Environs Education District | <ul style="list-style-type: none"> • Bishop Anstey High School • Fatima College • Holy Name Convent, Port of Spain • Providence Girls' Secondary School • Trinity College • St. Joseph Convent, Port of Spain • St. Mary's College • Belmont Secondary School • Diego Martin Central Secondary • East Mucurapo Secondary School • Mucurapo West Secondary School • Russell Latapy Secondary School • St. Francois Girls' College • St. James Secondary School • Sixth Form Secondary School • South East Port of Spain Secondary School • Success Laventille Secondary School • Tranquillity Secondary School • Woodbrook Secondary School | <ul style="list-style-type: none"> • Board • Board • Board • Board • Board • Board • Board • Government • Government • Government • Government • Government • Government • Government • Government • Government • Government • Government • Government • Government |
| St. George East Education District | <ul style="list-style-type: none"> • ASJA Girls' College, Tunapuna • St. Augustine Girls' High School • St. Joseph Convent, St. Joseph • Hillview College • Lakshmi Girls' Hindu College • Bon Air Secondary School • Barataria North Secondary School • El Dorado West Secondary School • St. Augustine Secondary School • St. George's College • Tunapuna Secondary School • San Juan North Secondary School • San Juan South Secondary School | <ul style="list-style-type: none"> • Board • Board • Board • Board • Board • Government • Government • Government • Government • Government • Government • Government • Government |
| South Eastern Education District | <ul style="list-style-type: none"> • St. Stephen's College • Barrackpore West Secondary School • Barrackpore East Secondary School • Guayaguayare Secondary School • Mayaro Secondary School • Princes Town East Secondary School • Princes Town West Secondary School • Rio Claro East Secondary School • Tableland Secondary School • Tabaquite Secondary School • Williamsville Secondary School | <ul style="list-style-type: none"> • Board • Government • Government • Government • Government • Government • Government • Government • Government • Government • Government |
| St. Patrick Education District | <ul style="list-style-type: none"> • Fyzabad Anglican Secondary School • Holy Name Convent, Point Fortin • Iere High School • Shiva Boys' Hindu College • Cedros Secondary School • Penal Secondary School • Point Fortin East Secondary School • Siparia West Secondary School • Palo Seco Secondary School | <ul style="list-style-type: none"> • Board • Board • Board • Board • Board • Government • Government • Government • Government |

| District | School | School Type |
|-----------------------------|---|---|
| Victoria Education District | <ul style="list-style-type: none"> • ASJA Boys' College, San Fernando • ASJA Girls' College, San Fernando • St. Benedict's College • St. Joseph's Convent, San Fernando • Naparima College • Naparima Girls' High School • Presentation College, San Fernando • Gasparillo Secondary School • Marabella South Secondary School • Pleasantville Secondary School • Ste Madeleine Secondary School • San Fernando West Secondary School • Union Claxton Bay Secondary School | <ul style="list-style-type: none"> • Board • Board • Board • Board • Board • Board • Board • Government • Government • Government • Government • Government |

2. **JOB SUMMARY**

An employee in this class is responsible for the day-to-day management of a Secondary School. Work involves planning the curriculum, administering the educational programme of the institution, and periodically reviewing the programme content to meet changes in educational requirements and labour trends. Work also includes the supervision of professional, clerical and other subordinate staff. Assignments and directives are received from the Ministry or the Board of Management in the form of circulars or memoranda defining the educational policy and objectives. Considerable independence of judgment is exercised within the framework of these policies and objectives but work is reviewed by the Schools Supervisor III through periodical visits, reports and analysis of results achieved.

3. **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

- Eight (8) years teaching experience after obtaining the post graduate Diploma in Education or equivalent including at least two (2) years as Vice Principal (Secondary).
 - Bachelor's Degree in a specialty subject area from a recognized University.
 - Certification in teaching as evidenced by the possession of a Diploma in Education/Teaching.
4. Copies of the detailed Job Description for the office of Principal (Secondary) (Grade 8) are available at Secondary Schools, Education District Offices, and the Ministry of Education's Website.

5. **PROCEDURES FOR SUBMITTING APPLICATIONS**

Applications for the above office should be completed and submitted via the use of an Online Application Form for promotion to Administrative Offices in the Teaching Service no later than **Friday 23rd May 2025 at 4:00 pm**.

- a. Under cover of Circular memorandum, No 18 dated 16th October 2019; a Manual pertaining to the use of the Online Application was issued to schools and is also available on the Ministry's Website for your perusal and guidance.
- b. Applicants are required to state four (4) schools of preference **ONLY**.

- c. This online application form must only be processed through the applicant's officially assigned Ministry of Education email address.
 - d. School Supervisors Principals are advised that Special Report Forms can only be uploaded through their official Ministry of Education email address.
 - e. Principals and Schools Supervisors are to ensure that all application forms are accompanied by the **Special Report**, which must be completed, signed, dated and submitted on or before **Monday 02nd June 2025 at 11:59 pm**
 - f. Applicants, Principals and Schools Supervisors are to note that because of the nature of this online system, application and special report forms will not be accessible beyond the **Monday 02nd June 2025 at 11:59 pm**.
 - g. The Schools' Supervisor for each Education District is required to submit **School Profile** for the Schools identified in this Circular on or before **Monday 02nd June 2025**.
6. **At the closing date of this Circular Memorandum, all aspiring applicants must satisfy the requirements for the vacant offices mentioned.**
 7. **Please note that the names of the successful applicants who are not immediately placed in the position would be listed on an Order-of-Merit List.**
 8. **Principals are required to bring this Circular Memorandum to the attention of all members of staff.**
 9. Click [here](#) for the online application form. Please use your officially assigned Ministry of Education email address.
 10. **INCOMPLETE AND UNSUITABLE APPLICATIONS**

Applications will be deemed incomplete and unsuitable if **Instructions to Applicants** are not followed. See attached Instructions to Applicants.

/f/ Permanent Secretary
Ministry of Education

cc: Director of Personnel Administration
(Teaching Service Commission)

Chief Administrator
Tobago House of Assembly

Chief Education Officer

Director of Schools Supervision

All Schools' Supervisors

General Secretary
Trinidad and Tobago Unified Teachers' Association

Association of Principals of Secondary Schools

Association of Principals of Assisted Secondary Schools

Denominational Boards of Management

- Anglican Board of Management
- Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A) Education Board
- Baptist Board of Management
- Bishop Anstey High School Board of Management
- Board of Education, St. Stephen's College
- Board of Governors of Trinity College
- Catholic Education Board of Management
- Cluny Central Board of Management
- Dominican Sisters' Board of Management
- Education Board of Management, St. Joseph's Convent, San Fernando
- Fyzabad Anglican Secondary School Education Board of Management
- Holy Faith Sisters Secondary Schools Board of Management
- Holy Ghost Fathers Board of Management
- Sanatan Dharma Maha Sabha (S.D.M.S) Board of Management
- SWAHA Education Board of Management
- The Board of Management, Miracle Ministries Pentecostal High School
- The Catholic Community of Our Lady of Lourdes & Our Lady of Guadalupe Board of Management