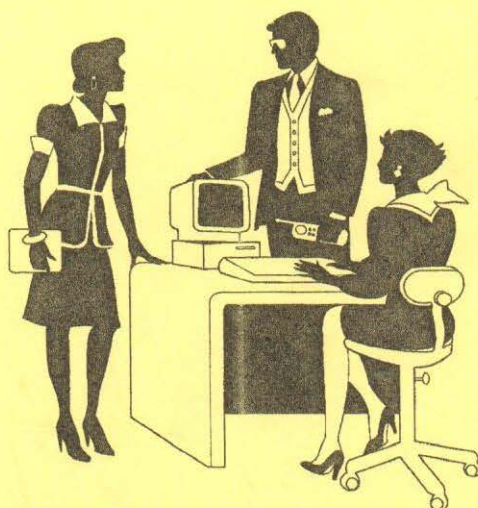




**Government of Trinidad and Tobago**  
**Ministry of Education**



**JOB SPECIFICATION**  
**&**  
**JOB DESCRIPTION**

**For Vice Principal - Secondary**

**January 2003**

**GOVERNMENT OF TRINIDAD AND TOBAGO**

**JOB SPECIFICATION AND DESCRIPTION**

**JOB SPECIFICATION**

**JOB TITLE:** Vice Principal (Secondary)

**MINISTRY/DEPARTMENT:** Ministry of Education

**DIVISION:** Secondary and Further

**SECTION:** Secondary

**UNIT:** N/A

**ROLE & CORE FUNCTIONS:**

This job requires the incumbent to assist in the successful implementation of the curriculum at a secondary school. Responsibilities include providing assistance in the establishment of systems for the creation and maintenance of a healthy and safe environment which facilitates learning. Duties may include the teaching of one or more subjects.

**EDUCATION, SKILLS & SPECIALISED TECHNIQUES:**

- Bachelor's Degree in specialty subject from a recognised University.
- Certification in Teaching as evidenced by the possession of a Diploma in Education or equivalent.
- In service training (three (3) weeks) in Education Administration or equivalent.
- Sound human relations skills.
- Sound communication skills.
- Sound evaluation and measurement skills.

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

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

### **LEARNED DISCIPLINES:**

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

### **EXPERIENCE:**

Five (5) years teaching experience after obtaining the postgraduate Diploma in Education or equivalent including two (2) years in school administration.



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## **WORKING CONDITIONS:**

### **Physical Environment and Hazards:**

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

- chalkdust - 20%.

### **Physical Demand:**

This job involves:

- walking the school compound to monitor students' activities (10%).

### **Special Conditions:**

This job involves:

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

## **JOB DESCRIPTION**

### **REPORTING RELATIONSHIPS**

#### **REPORTS TO:**

Principal (Secondary)

#### **Nature of Supervision**

Periodic supervision based on detailed procedures, (weekly).

#### **SUPERVISION GIVEN TO:**

- Heads of Department      }
- }
- Dean                            }

Periodic supervision based on detailed procedures, (weekly).

#### **LIAISES WITH:**

##### **(Internally) Ministry /Department:**

Divisional Offices and other  
Offices of the Ministry of Education

##### **Nature of Contact**

To provide information and request  
assistant, (weekly).

##### **(Externally) Other Ministries & Statutory Authorities:**

- Ministry of Works and Transport
- Ministry of Health
- Ministry of Social Development
- Other Ministries/Statutory Bodies

To seek assistance with respect to  
maintenance, (monthly).

To access medical services on behalf  
of students, (as necessary).

To provide information and to refer  
students for social welfare assistance,  
(as required).

To request information and general  
assistance, (monthly).

**(Externally) Private Sector &:  
Members of the Public:**

**Nature of Contact**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Private Firms/Organisations</li></ul>  | To request general assistance for school activities, donations, etc, as necessary.                                 |
| <ul style="list-style-type: none"><li>• Parents/Teachers</li></ul>   | To attend meetings of parents and teachers in order to discuss/resolve problems relating to the school in general. |
| <ul style="list-style-type: none"><li>• Service Organisations such as:<ul style="list-style-type: none"><li>• SERVOL</li></ul></li></ul> | To provide information on students and to refer them for guidance and social assistance, as necessary.             |
| <ul style="list-style-type: none"><li>• FEEL</li></ul>   | To obtain assistance for students in terms of material and service support, as necessary.                          |

**DUTIES & RESPONSIBILITIES:**

1. Assists the Principal in the planning and administration of a programme of teaching and curriculum related activities which includes:
  - reviewing and approving schemes of work, records and evaluation, lesson notes to ensure conformity with the secondary schools' curriculum and monitoring on a regular basis the performance in the classroom and giving appropriate guidance as necessary;
  - preparing and co-ordinating the school's time table;
  - monitoring teachers' attendance daily, approving requests for leave of absence/time-off by teachers to ensure adequate level of supervision and instruction for students;
  - ensures that teachers complete class registers of attendance.
2. Performs administrative tasks such as:
  - preparing periodically statistical returns of attendance and punctuality for transmission to the Ministry of Education;
  - approving the grant of casual (not more than two (2) days at any instance) and ordinary sick leave for non-teaching staff;

### **DUTIES & RESPONSIBILITIES (cont'd):**

- monitoring the preparation of invoice orders and signing them;
  - assisting in the preparation of draft estimates of expenditure.
3. Supervises and co-ordinates the work of Heads of Departments and Deans; appraises their performance and completes relevant staff reports.
4. Plans and co-ordinates end of term examinations which include:
- preparing the school examination time tables;
  - preparing roster for the supervision of each examination by teachers.
5. Supervises and monitors disciplinary standards in the school community by:
- resolving problems between/among students;
  - resolving problems between students and teachers and among teachers;
  - disciplining and counselling students;
  - counselling teachers and making recommendations for disciplinary action, as necessary;
  - receiving and granting parental requests for students' short term absences from schools;
  - discussing students' academic and behavioural patterns with teachers, parents/guardians and personnel from Child Guidance Unit of the Ministry of Health and the Ministry of Education.
6. Plans and delivers a programme of learning activities in one or more subjects for assigned students in accordance with the established curriculum. This includes:
- preparing lessons by researching subject areas;
  - preparing charts, diagrams and other general teaching aids;
  - using appropriate teaching methods, techniques and strategies such as lectures, discussions, demonstrations, selected audio visual aids, group and individual work;



### **DUTIES & RESPONSIBILITIES (cont'd):**

- preparing, administering and marking tests, projects and assignments completed by students in order to evaluate their progress;
  - preparing, delivering instruction and giving guidance to improve students' performance.
  - arranging and/or conducting seminars and workshops to facilitate the all-round development of students.
7. Communicates and meets with School's Parents and Teachers to advise and collaborate on school activities and other special events.
  8. Assumes the full responsibility for the management of the school in the absence of the Principal.
  9. Co-ordinates the provision of administrative and other services to teachers and students involved in co-curricular activities.
  10. 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
  - Audio visual equipment
  - Computer
- No protective gear required

### **AUTHORITY TO:**

- Sign students' academic reports.
- Review and sign record and evaluation.
- Make recommendations to School Administrator with respect to disciplining teachers.
- Discipline students within stated limits.
- Make entries in School's log book.
- Appraise staff performance and complete staff reports.
- In the absence of the Principal:
  - make impromptu decisions e.g.: close school in emergency situations; authorise payments for the purchase of equipment/material for school, in keeping with relevant Financial Regulations.
- Authorise payments, within approved limits, for the purchase of minor equipment/ consumables for school.
- Utilise funds allocated to the school in accordance with policies laid down by the Ministry of Education.

## **PERFORMANCE CRITERIA & STANDARDS**

This job is satisfactorily performed when:

- Teaching and related activities conform to the approved curriculum for secondary schools.
- Effective guidance and direction are provided to staff regularly.
- Staff is evaluated and appraised within stipulated timeframes and in accordance with approved guidelines and procedures.
- Timetables and school programmes are prepared in accordance with established guidelines and submitted within specified timeframe.
- Disciplinary standards of students are maintained.
- Records are maintained accurately and are completed within the time and in the manner stipulated by the school administration.