

**GOVERNMENT OF TRINIDAD AND TOBAGO**

**JOB SPECIFICATION AND DESCRIPTION**

**JOB SPECIFICATION**

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

**ROLE & CORE FUNCTIONS:**

This job requires the incumbent to oversee the implementation of a system for monitoring the academic performance and discipline for a group of students within the Forms 1 to 6 levels at a secondary school. Functions also include assisting in the formulation and development of the system and teaching one or more technical/ vocational subject(s) to students from Forms 1 to 6.

**EDUCATION, SKILLS & SPECIALISED TECHNIQUES:**

- Five (5) G.C.E. O'Level/C.X.C. subjects (General Proficiency Level Grade I or II) including English Language, Mathematics and a Science subject.
- National Technician's Diploma or equivalent.
- Certification in teaching as evidenced by the possession of a Technical Teachers' Diploma or equivalent.
- In-service training in Guidance and Counselling.
- Sound human relations and interpersonal skills.
- Sound communication skills.
- Sound classroom management skills.
- Sound planning and organising skills.

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

- Sound skills in the observation and analysis of students' behaviour.
- Sound skills in the use and operation of equipment/machinery/tools relevant to subject area(s) taught.
- Intermediate counselling skills.
- Intermediate conflict management skills.
- Basic computer skills.

**LEARNED DISCIPLINES:**

- Sound knowledge of the principles and techniques of counselling.
- Sound knowledge of evaluation and measurement techniques.
- Sound knowledge of modern methods principles and techniques of teaching.
- Sound knowledge of safety practices pertinent to technical/vocational subject area(s) taught.
- Sound knowledge of the philosophy and psychology of education and training.
- Sound knowledge of the theory and practice of technical/vocational subject area(s) taught.
- Sound knowledge of the use and operation of equipment/machinery/tools relevant to technical/vocational area(s) taught.
- Working knowledge of the Education Act and other related legislation affecting the duties of the Dean of Discipline.
- Working knowledge of conflict management techniques.
- Basic knowledge of principles and techniques of school administration.
- Basic knowledge of safety practices relevant to school environment.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of relevant computer applications.

**EXPERIENCE:**

Ten (10) years as a certified teacher in a secondary school.

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

- Duties are performed in an environment in which the incumbent may be exposed to:
  - chalkdust (20%), high noise level from equipment/machinery relevant to subject area specialisation (10%), high voltage (10%).
- May be required to follow approved safety procedures and practices and use appropriate safety gear to guard against the risk of injury when demonstrating the practical aspects of course to students (5%).

**Physical Demand:**

May be required to lift tools, materials, equipment relevant to subject area taught (10%).

**Special Conditions:**

This job involves:

- encountering emotional and irate parents (25%) and students (45%).

## **JOB DESCRIPTION**

### **REPORTING RELATIONSHIPS**

#### **REPORTS TO:**

Vice Principal (Secondary)

#### **Nature of Supervision**

Periodic supervision based on detailed procedures (weekly).

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

School Workshop Attendant

Close supervision based on standing/ verbal instructions.

#### **LIAISES WITH:**

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

- Divisional Offices and other offices
- Guidance Unit

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

To request information and general assistance (weekly).

To provide information and discuss matters with respect to students academic performance and discipline (as required).

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

- Other Ministries, Government Agencies and Statutory Bodies
- Police Service

To request information and general assistance (as required).

To report cases such as violence, child abuse and absenteeism and to arrange lectures and workshops (as required).

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

**Nature of Contact**

- |  |   |
|--|---|
| • Private Firms/Organisations                              | To request general assistance for school activities, donations etc., (termly).  |
| • Parents  | To discuss students' behaviour and/or progress in academic performance and other matters (termly).  |
| • Parents/Teachers   | To attend meetings of parents and teachers in order to discuss/resolve problems relating to the school in general.  |
| • Non-Governmental Organisations (such as FEEL and SERVOL) | To request general assistance for school activities, donations, etc., (termly).<br><br>To provide information and request assistance including social services (as required). |

**DUTIES & RESPONSIBILITIES:**

1. In collaboration with the Principal, Vice Principal and Head of Departments and Form Teachers, assists in formulating and developing a system for monitoring the academic performance and discipline of a group of students in Forms 1 to 6.
2. Supervises the system for monitoring students' academic performance and discipline by:
  - co-ordinating and supervising the activities of the Form Teachers and co-curricular activities of students;
  - ensuring the preparation and compilation of students' records by Form Teachers;
  - conducting interviews and counselling sessions, monitoring the academic performance and all-round development of individual students, referring 'special' cases to guidance personnel, as required.
3. Receives reports of infractions of rules of conduct; investigates, compiles and writes reports on students' indiscipline.
4. May arrange seminars, lectures, workshops and other contributions by specialists from the Public and Private Sectors and Service organisations for the enhancement of education and awareness of the students.

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

5. Prepares, administers and marks tests, projects and assignments to evaluate students' progress and maintains records of students' attainment in the curriculum area over the designated period.
6. Ensures that students keep classrooms, workshops and other learning areas in an orderly and sanitary condition.
7. Guided by the approved programme, prepares lessons and delivers instruction to students in the technical/vocational subject area. This includes the preparation of charts, diagrams and other general teaching aids and the use of appropriate teaching methods, strategies and techniques such as lectures, discussions demonstrations, selected audio-visual aids, group and individual work.
8. Prepares and delivers instruction and gives guidance to improve students' performance in relevant subject area where progress is below required standard.
9. Identifies appropriate materials and equipment needed for use in each subject area(s) taught and makes recommendation for purchase.
10. Performs other duties related to job function which may be assigned from time to time.

### **EQUIPMENT AND OR PROTECTIVE GEAR USED:**

May be required to follow approved safety procedures as appropriate in the use/operation of equipment such as:-

- audio visual aids
- computer

#### **Mechanical**

- Engine Analyser, voltmeter, ammeter, timing light, wheel alignment rack, battery charger.
- Gas welding and arc welding machines, grinding machines.
- Lathes, shapers, grinders, power saw, drilling machines.

## EQUIPMENT AND OR PROTECTIVE GEAR USED:

### Electrical

- Multimeters, Oscilloscope, Signal generators, frequency counters, amp probe, conduit benders.
- Vacuum pumps, flaring blocks, flaring tools, gauge and manifold.

### Construction Trades

- Table saw, radial arm saw, circular saw, surface planer, spindle moulder/shaper, router, drill press, lathes, drilling machines.
- Pipe threading machine, welding gun, soldering/brazing kits, water pump, sump pump.

### Draughting

- Compass, T Square, protractor.

### Business Education

- Manual and electronic typewriters, duplicating machines, cassette recorders, dictaphones.

### Home Economics

- Weaving looms, knitting machines, sewing machines, serging machine, pressing tools, irons, hand tools.



**AUTHORITY TO:****As a Dean:**

- Enforce the rules and regulations of the school in accordance with established procedures.
- Make recommendations with respect to discipline of students in the school.
- Discipline students within limits.
- Sign documents such as permission slips and testimonials.

**As a Subject Teacher:**

- Recommend placement of students based on academic performance.
- Recommend students for Merit Awards.
- Nominate students and recommend level of competency for writing local and external examinations (C.X.C., G.C.E., N.E.C.) in consultation with subject teacher.
- Sign students' progress report.
- Recommend the purchase of material and equipment relevant to subject area taught.
- Prepare end of term examinations, assignments, projects and other forms of assessment.



## PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- Safety procedures are put in place and followed to ensure a safe and productive environment relevant to the technical/vocational subject taught.
- Efforts are made to ensure that students' discipline meets the standards outlined by the Principal and the Ministry of Education.
- Effective supervision and counselling are provided to improve students' behaviour and performance.
- Records are maintained accurately and are completed within the timeframe and in the manner stipulated by the school administration and the Ministry of Education.
- Teaching activities conform to the requirements of the approved curriculum and are completed within specified time period.
- Reports are prepared accurately within the given time-frame and in the manner stipulated by the school administration and the Ministry of Education.
- Arrangements are made to ensure that tools, fixtures and equipment are properly maintained.

This document is a true and accurate description of the position

### SIGNATURES:

Incumbent/s



Date 05/12/2000

Incumbent/s

Date \_\_\_\_\_

Supervisor

Date \_\_\_\_\_

Manager

*[Signature]*

Date 11/12/00

Chief Personnel  
Officer

*[Signature]*

Date 05/12/2000