



**GOVERNMENT OF SAINT LUCIA**  
**MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION,**  
**SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING**

**POSITION IDENTIFICATION**

Job Title : Vice Principal II

Department : Secondary Education - Vieux Fort comprehensive Secondary School

Classification : Grade 15

Reports to : Principal

**RELATIONSHIPS AND RESPONSIBILITIES**

1. Supports the Principal in liaising with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Chief Planning Officer, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
2. Assists the Principal in collaborating with the Education Officer to ensure that school is administered in a proper and efficient manner.
3. Supervises and supports teachers, students and ancillary staff and supports the role of the Principal as liaison between the District Education Office and school.

**DUTIES AND TASKS**

1. Working with the Principal of the school and/or while deputizing with the Principal ensures the execution of responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
2. Assist the Principal in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behavior.

3. Lead and coordinate the supervision of instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
4. Help monitor the fostering and integration of technology and innovation into programmes administered by the school;
5. Assists the Principal in ensuring a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the students while on the school's compound;
8. Applies the syllabus in conformity with the needs of the students of the school to ensure effective learning;
9. Assists the Principal in supervising and appraising the performance of staff;
10. Supports the Principal in the development, implementation and promotion of effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
12. Assumes responsibility along with staff for the school's performance;
13. Supports the Principal in the establishment and supervision of a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Department of Education;
14. Assists the Principal in keeping the staff informed, and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
15. Ensures the proper care and use of school furniture, equipment and supplies;
16. Develops and maintains an active relationship with parents, e.g., through Parent/Teacher Association;

17. Supports the Principal in furnishing all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
18. Ensures that student records are complete and current;
19. Performs other duties as may be assigned from time to time by the Chief Education Officer, the Permanent Secretary, and the Principal.

## **CONDITIONS**

1. Accommodation provided in the School (Office);
2. Institutional support is provided through the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

## **EVALUATION METHOD**

### **Work performance will be evaluated on the basis of:**

1. Level of performance and accomplishment of the school;
2. Quality of instruction as evidenced by student performance;
3. Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
4. Extent to which student participation in school activities and student discipline are maintained;
5. Timeliness, accuracy and quality of information provided in returns and reports;
6. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
7. Compliance with the Guidelines and Policies of the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training; and
8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

## **SKILLS, KNOWLEDGE AND ABILITIES**

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
3. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operating procedures;
4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
10. Decisiveness, soundness of judgment and success in issuing directives.

## **QUALIFICATIONS AND EXPERIENCE**

The candidates should possess **at least** the following:

A Master's Degree in Educational Administration, **plus** five (5) years' experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years' experience as a **Qualified** Teacher;

**OR**

A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years' experience in administration (i.e. head of department, dean of discipline, year heads etc.), **plus** seven (7) years' experience as a **Qualified** Teacher;

**OR**

A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years' experience in administration (i.e. head of department, dean of discipline, year head, etc.), **plus** ten (10) years' experience as a **Qualified** Teacher;

**SALARY**

Salary will be determined on qualifications and experience.

**GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Ordinance.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

**Please note that:**

- 1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
- 2. the successful applicant may be given an acting appointment for up to twelve (12) months; and**
- 3. applicants are required to indicate Administrative positions held and experience gained.**

Applications should be made on the *Application for Employment in the Saint Lucia Teaching Service* application form, and addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES  
Saint Lucia**

**Completed application forms should reach the Secretary, Teaching Service Commission by Friday, February 03, 2023.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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**January 09, 2023**