



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

JOB DESCRIPTION

JOB TITLE	:	Curriculum Officer III– Natural Science
CLASSIFICATION	:	Grades 13
REPORTS TO	:	Education Officer – CAMDU
SUPERVISES	:	The processes of management of the subject curriculum.

A. RELATIONSHIPS AND RESPONSIBILITIES

1. Develops, implements, monitors and evaluates curriculum for Science at the primary and secondary schools.
2. Supervises and monitors instruction at the primary and secondary levels.
3. Identifies relevant books, resources and materials and makes recommendations to Education Officers and Principals.

B. DUTIES AND TASKS

1. Designs curriculum by consulting relevant stakeholders, conducts research and questionnaires and co-ordinates the implementation at different levels within the school system via school visits, assessment evaluations and participation of students in activities to ensure relevance of the Curriculum.
2. Acquaints teachers and principals with the objectives, methodology and scope of the Curriculum by conducting meetings and workshops to share up-to-date information so as to enhance instruction and student and teacher performance.

3. Visits schools to provide assistance to teachers with planning by providing assistance through clinical and on the job support to enhance curriculum delivery and manage instructional time.
4. Reviews and updates curriculum by conducting sensitizing workshops through on-going assessment and monitoring of the current challenges to provide relevant feedback from teachers to guide the process of Curriculum review.
5. Monitors, assesses and provides feedback on the implementation of the Curriculum in schools by working with principals and education officers in resolving problems related to Curriculum and Instruction so as to make the necessary recommendations for improvement.
6. Organizes orientation and in-service workshops for Heads of Departments, teachers, principals and education officers on Curriculum, pedagogical issues and assessment by collaborating with the Chief Education Officer, District Education Officers, principals and resource persons to ensure effective delivery of the Curriculum.
7. Assists with planning, vetting and implementing of internal assessment at primary and secondary schools by collaborating with the Educational Evaluation and Assessment Unit to ensure reliability and validity of examination.
8. Organizes activities and programmes by conducting needs analysis to organize training that would help to enhance instruction.
9. Provides leadership in the formation and operation of subject associations and groups by providing the relevant guidance and support to motivate those groups.
10. Prepares and submits weekly schedules, work plans and termly reports to Education Officer/CAMDU and a yearly work plan to the Deputy Chief Education Officer – Instruction for approval so as to ensure accountability.
11. Collaborates with external agencies in matters related to subject areas by submitting proposals and requests and conducts follow-up meetings to acquire needed support.

12. Represents the Ministry on committees relevant to the subject area both locally and overseas by attending meetings, workshops, symposiums whenever the opportunity arises.
13. Assists in the preparation of the annual estimates of expenditure and quarterly allocations for the Unit to ensure that spending is kept within the constraints of approved budget.
14. Liaises with Sir Arthur Lewis Community College on matters pertaining to Curriculum delivery by conducting guest lectures in different subject areas for effective delivery of Curriculum.
15. Performs any other related duties as may be assigned from time to time.

C. CONDITIONS

1. Accommodation provided in a general administrative office.
2. The processes of the Unit will be done on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit.
3. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is required to be in the field.
4. The officer will receive a travelling allowance in accordance with approved rates established by the Government of St. Lucia.
5. The officer will be required to attend regular staff meetings and Heads of Department meetings.
6. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance.
7. Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines.

8. Vacation Leave will be provided in accordance with existing rules and regulations governing the Public Service.
9. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses).
10. Housing, free medical attention and medicine will not be provided.

D. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. commitment and drive to reach successful outcomes both at an individual and team level (taking action, showing initiative, consistently delivering against targets);
2. demonstration of intention to work co-operatively with others and to be part of a team. Builds trust, inspires enthusiasm, resolves conflict and develops consensus;
3. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
4. provision of timely feedback to teachers, principals, education officers and supervisors and quality of advice provided and effectiveness of solutions implemented;
5. quality and efficiency as measured by accuracy and effectiveness of work;
6. arrival at work as prescribed by existing rules and regulations;
7. timely completion and accuracy of work generated;
8. compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
9. effective implementation of duties, responsibilities and assignments as defined in the Job Description.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A progressive attitude and professional demeanour.
2. Excellent oral and written communication skills.
3. Capacity to provide instructional leadership.
4. Sound clinical supervisory skills.
5. Sound skills in monitoring and evaluating instruction and curriculum.
6. Sound decision-making skills including analytic and problem solving skills.
7. Working knowledge of education theory and practice including modalities of instruction.
8. Ability to maintain a high standard of ethics, honesty and integrity and exercise good judgment in carrying out the goals and objectives of the Unit.
9. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures.
10. Ability to effectively relate to internal and external customers.
11. Ability to exercise sound analytical skills, judgement and to adopt appropriate solutions.
12. Ability to establish and maintain effective working relationships with peers and other stakeholders.

F. QUALIFICATIONS AND EXPERIENCE

The candidate should possess the following:

A Master's Degree in Curriculum Development or Instructional Design plus a Bachelor's Degree in Natural Science plus five (5) years teaching experience as a trained teacher.

G. SALARY

Salary is at a rate of EC\$60,083.74 per annum (Grade 13, Step 1).

H. 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 Act Chapter 15.02.

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.**

I. HOW TO APPLY

Applications on the prescribed forms should be addressed to:

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

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>

January 09, 2023