



Ministry of
Education, Skills,
Youth & Information

CO 26-110

CAREER OPPORTUNITY

JOB TITLE : ASSISTANT EDUCATION OFFICER - LITERACY & ASSESSMENT INTERVENTION (GMC/EO 1) - VACANT
SUPERVISION OF SCHOOLS - LITERACY & MATHEMATICS FOUNDATION UNIT- REGIONS 1- 7

JOB PURPOSE:

Under the general supervision of the Regional Literacy Coordinator, the Literacy Assessment & Intervention Officer will provide assistance to teachers so that appropriate research-based strategies are employed in order for students to achieve mastery in literacy. The incumbent is responsible for providing direct instructions to students, individually or in small groups, to enable students to develop literacy skills and for implementing a comprehensive programme at the school through coaching, supporting and guiding teachers in the best practices for comprehensive instruction.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Literacy Studies and Language Education.
- Trained teacher qualifications
- At least three (3) years' experience in the teaching of Language.
- Experience in curriculum development and implementation will be an asset.

REMUNERATION PACKAGE::

Salary Scale \$7,344,688.00 to \$9,401,821.00 per annum

Pay Band 09





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5892 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, AUGUST 27, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

[CLICK HERE TO APPLY](#)

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOL SERVICES (DSS)
JOB DESCRIPTION AND SPECIFICATION (PRESENT)

JOB TITLE:	Literacy & Assessment Intervention Officer
JOB GRADE:	E.O 1
POST NUMBER:	
DIVISION:	Division of Schools' Services (DSS)
BRANCH:	Regional Foundational Unit
REPORTS TO:	Regional Literacy Coordinator
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives:

Job Purpose:

Under the general supervision of the Regional Literacy Coordinator, the Literacy Assessment & Intervention Officer will provide assistance to teachers so that appropriate research-based strategies are employed in order for students to achieve mastery in literacy. The incumbent is responsible for providing direct instructions to students, individually or in small groups, to enable students to develop literacy skills and for implementing a comprehensive programme at the school through coaching, supporting and guiding teachers in the best practices for comprehensive instruction.

Key Outputs:

- Literacy activities developed/coordinated
- Technical support provided
- Professional Development and training facilitated
- Data usage assessed
- Annual work plan prepared
- Monthly reports prepared

Key Responsibility Areas

Technical /Professional Responsibilities:

- Develops, coordinates and implements all literacy activities in cluster of schools.
- Provides technical support via demonstrations and workshops in diagnostic procedures and make referrals where necessary.
- Guides the development and implementation of customized reading programmes based on literacy needs and assessment;
- Provides technical assistance teachers in utilizing a variety of on-going, instructional based assessment approaches to inform and differentiate instruction.
- Facilitates staff members in on-going professional development and training in literacy initiative.
- Sensitizes and partners with parents about their roles in schools' literacy initiative.
- Provides individual support to students in dire need or as deemed necessary.
- Uses data to evaluate literacy needs within the cluster and collaborates with the Principals, Curriculum Development and classroom teachers to interpret and use assessment data to improve students literacy;
- Provides on-going feedback to the principals of participating schools regarding the progress of the students' involved in the programmes developed.

- Exhibits theoretical and research-based knowledge of language acquisition and child development to student in the APSE programme;
- Researches, teaches, and model best practices used to address the needs of those students who struggle with reading, writing and comprehension;
- Assists with implementing a balanced approach of direct teaching using authentic, literature based reading and writing opportunities.

Performance Standards:

- Individual Work Plan completed in agreed format and within established timeline;
- Instructional support to teachers as it relates to Literacy provided based on agreed timelines and deliverables
- Coaching, support and guidance provided to teachers based on best practices
- Literacy interventions and assessment monitored based on establish guidelines
- Confidentiality, integrity and professionalism are displayed in the execution of all duties and in personal conduct;
- In-depth analyses undertaken and recommendations provided in a timely manner;
- Accurate reports prepared in the stipulated format and submitted by the due date;

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts:

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Chief Education Officer (CEO)	Provide and obtain information
DCEO	Collaboration
Regional Director	Collaboration

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Principals	To receive and provide
Heads of Departments	To provide guidance as it relates to areas of greatest needs
Teachers	To provide guidance

Required Competencies

Core:

- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Proven ability to communication effectively both orally and in writing.
- Excellent time management and networking skills.
- Ability to work proactively as a member of the Literacy Management Team.

- Ability to present information to a wide range of audiences.

Technical:

- Strong conceptual content knowledge base
- Knowledge of the National Standards Curriculum NSC and techniques for integrated curriculum;
- Knowledge of MOEY policies and effective instructional practices,
- Knowledge of the needs of students requiring remedial instruction; through understanding of the teaching and learning process;
- Specialized knowledge of literacy strategies/programmes aimed at raising students' literacy levels.
- Knowledge of strategies/methodology aimed at improving the reading level of students.

Minimum Required Education and Experience:

- Bachelor's Degree in Literacy Studies and Language Education.
- Trained teacher qualifications.
- At least three (3) years' experience in the teaching of Language.
- Experience in curriculum development and implementation will be an asset.

Authority To:

- Conduct site visits
- Provide guidance
- Access confidential information

Specific Conditions Associated with the Job:

- Required to travel island-wide
- A valid Driver's License and reliable motor car required
- Required to work beyond normal working hours and on weekends and public holidays at times

