



Ministry of
Education, Skills,
Youth & Information

CO 26-112



CAREER OPPORTUNITY

JOB TITLE :

ASSISTANT EDUCATION OFFICERS - LITERACY SECONDARY (GMC/EO 1)
SUPERVISION OF SCHOOLS - LITERACY & MATHEMATICS FOUNDATION UNIT- REGIONS 1-7
REGIONS 1, 3,5,6, 7- 1 VACANCY EACH
REGION 2 - 2 VACANCIES
REGION 4 - 2 VACANCIES

JOB PURPOSE:

Under the general supervision of the Regional Literacy Coordinator, Instructional Support, the Assistant Education Officer Secondary (GMC/EO 1), will ensure that students receive high quality literacy instructions and leads the development and improvement of teachers via training, observations, model lessons, feedback, and data analysis. The incumbent will serve as the literacy content expert and provides support on the National Standards Curriculum.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Primary or Secondary Arts Education or Literacy Studies or equivalent with at least (3) three years teaching experience
- Teaching Diploma

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 (Proposed)

JOB TITLE:	Assistant Education Officer – Literacy (Primary/Secondary)
JOB GRADE:	E.O. 1
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools' Services (DSS)/ Regional Educational Services
SECTION/UNIT:	School Improvement/Foundational Teaching & Learning
REPORTS TO:	Regional Literacy Coordinator – Foundational Teaching and Learning
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
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_____ Manager/Supervisor	_____ Date
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_____ Head of Department/Division	_____ Date
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_____ Date received in Human Resource Division	_____ Date Created/revised
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Strategic Objective:

Job Purpose:

Under the general supervision of the Regional Literacy Coordinator, Instructional Support, the Assistant Education Officer Primary /Secondary Literacy will ensure that students receive high quality literacy instructions and leads the development and improvement of teachers via training, observations, model lessons, feedback, and data analysis. The incumbent will serve as the literacy content expert and provides support on the National Standards Curriculum.

Key Outputs:

- Annual work plan prepared
- Instructional Support Provided
- School coaching cycle/scheduled visits completed
- Demonstration lessons, strategy modelling/co-teaching and team building activities executed
- Literacy activities and materials adequately promoted
- Workshops and appropriate motivational sessions planned and executed
- Classroom resources reviewed/developed
- Technical support provided to teachers and students
- Strategies to improve Literacy implemented
- Literacy Interventions and assessment monitored
- Data collected and analyzed
- Monthly reports prepared

Key Responsibility Areas

Technical /Professional Responsibilities:

- Provides instructional support to teachers in assigned schools related to the implementation of the Language Arts, Literacy and English Literature Curriculum to include:
 - Scheduled classroom visits
 - Observing instruction
 - Planning for Literacy instruction
 - Modelling or co-teaching new quality literacy intervention activities
 - Consulting or reflecting with teachers on lessons taught
 - Debriefing with teachers as needed
- Mentors and coaches teachers for the purpose of improving Literacy instruction and building capacity to teach and analyse situations to define issues and draw conclusions to determine the most effective interventions required;
- Creates resources for teachers to utilize during classroom instructions;
- Provides support to Principals and HODs in implementing Literacy focused interventions aligned to the School Improvement Plan;

- Leads and participates in on-going and job-embedded professional development for Language teachers aimed at building their pedagogical content knowledge.
- Provides technical assistance in the planning of lessons and implementation of new instructional strategies, technology, Literacy assessment and interventions for the purpose of differentiating instruction and adhering to scope and sequence guides and the National Curriculum.
- Promotes the use of multiple methods of assessment of and for teaching and learning.
- Monitors use of Literacy Interventions and Literacy Assessments and recommend changes if necessary;
- Collaborates with schools in promoting the importance of literacy and implementing activities and initiatives (e.g. Reading clubs and competitions) designed to improve the attitudes of key stakeholders towards literacy.
- Collects and analyses data to determine benchmarks, establish goals, and monitor improvement for assigned schools and plan for improvement using strengths and weaknesses identified.
- Maintains a database on professional development strategies, scheduled visits with teachers, and progress towards meeting school goals and objectives.

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
- 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	Provide and obtain information
Regional Coordinator	Provide and obtain information

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
Parents	To provide guidance and receive/give information
Teachers	To provide guidance

Required Competencies

Core:

- Excellent organizational and communication skills
- Excellent technology skills
- Effective instructional delivery techniques
- Ability to establish and maintain effective working relationships
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills
- Excellent interpersonal skills
- Results and goal oriented
- Ability to guide and train teachers in effective techniques and strategies

Technical:

- Strong conceptual content knowledge base
- Knowledge and understanding of primary Language curriculum.
- Knowledge of Pedagogical practices

Minimum Required Education and Experience:

- Bachelor's degree in Primary or Secondary Arts Education or Literacy Studies or equivalent with at least (3) three years teaching experience
- Teaching Diploma

Authority To:

- Conduct site visits
- Provide guidance
- Administer assessment tools

Specific Conditions Associated with the Job:

- Normal office or school environment
- Noise level is usually moderate to loud
- Required to travel island-wide
- A valid Driver's License and reliable motor car required
- Required to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.