



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

JOB TITLE :

**EDUCATION OFFICER - BRAILLE & LARGE PRINT OPERATIONS (GMG/EO 2) - VACANT
DIVISION OF SCHOOLS SERVICES - SPECIAL EDUCATION SECTION**

JOB PURPOSE:

Under the supervision of the Assistant Chief Education Officer – Special Education Unit, the incumbent is responsible for the reproduction of print material in the alternative formats of Braille and Large Print in order to foster effective programme delivery and provide curriculum support in the field.

REQUIRED EDUCATION AND EXPERIENCE

- An advanced Degree in Education or other related fields
- A Diploma in Special Education
- At least 5 years teaching experience in Special Education
- At least 3 years experience at a supervisory level
- Certification in Level 2 Braille will be an asset

REMUNERATION PACKAGE::

Salary Scale \$9,172,508.00 to \$11,741,586.00 per annum
Pay Band 10





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ICO 26 - 62

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, MAY 22, 2026 TO THE ADDRESS & EMAIL 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.

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)**

JOB TITLE:	Education Officer – Braille and Large Print Operations
JOB GRADE:	GMG/EO 2
POST NUMBER:	
DIVISION:	Division of Schools Services
SECTION/UNIT:	Curriculum and Support Services/Special Education Unit
REPORTS TO:	Assistant Chief Education Officer
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

Job Purpose

Under the supervision of the Assistant Chief Education Officer – Special Education Unit, the incumbent is responsible for the reproduction of print material in the alternative formats of Braille and Large Print in order to foster effective programme delivery and provide curriculum support in the field.

Key Outputs

- Print material reproduced as Braille/Large Print
- National examination papers reproduced in braille/large print
- Schools and other institutions Braille/Large Print needs determined
- Technical advice provided on visual impairments and other related special education matters
- Compliance with copyright regulations
- Requests for special education support facilitated
- Psycho educational assessments reviewed
- Recommendations made for exam accommodations
- Workshops and seminars presented
- Reports submitted
- Research conducted

Key Responsibility Areas:

Technical/Professional Responsibilities

- Converts national examination papers, curriculum support material and any other material relevant to teaching and learning to Braille/Large Print;
- Converts community support material to Braille/Large Print for the School for the Blind and other entities as required
- Processes requests for exam accommodations for students who are blind or visually impaired;
- Conducts needs assessment and decides on appropriate accommodation;
- Prepares Braille or Large Print to suit individual needs
- Converts Braille examination scripts for national examinations to print marking sheets for the purpose of electronic marking
- Collaborates with the Principal and assigned Officers of the School for the Blind to determine the Braille and Large Print needs of the institution
- Proofread completed Braille materials to ensure correct translation of text, punctuation, mathematical symbols, and formatting.
- Conduct regular quality checks to maintain accuracy and readability of all Braille outputs.
- Maintain up-to-date knowledge of Braille codes and standards
- Ensures the production of tactile graphics
- Ensures that the reproduction in Braille/Large Print of text materials complies with current copyright regulations
- Collaborates with the Examinations and Assessment Administration Services Branch to review national examinations papers/items and make recommendations for modifications which will

- ensure equity & access for students with visual impairments
- Collaborates with the Examinations and Assessment Administration Services Branch to ensure timely receipt of national examinations papers to be reproduced as Braille/Large Print
- Participates in review of psycho-educational assessments for the purpose of making recommendations for examination accommodations for students with special needs
- Liaises with national and examining bodies in facilitating the implementation of examination accommodation recommendations
- Supervises the administration of national examinations at the School for the Blind and other schools catering to students with special needs as required
- Assists in facilitating requests for placement, shadow/caregiver assignment & financial assistance for children with special needs
- Contributes to knowledge sharing within the Special Education Unit by researching and developing presentations on topical issues
- Assists in the planning, preparation and execution of activities for specially coordinated events (Disability Week etc)
- Provides technical advice to national boards, select committees, agencies and inter-sectorial groups on matters related to visual impairments and other special needs
- Participates in professional development activities
- Prepares monthly reports and other documents for the Assistant Chief Education Officer (ACEO)

Other

- Performs other duties in relation to the post as assigned by the Assistant Chief Education Officer (ACEO)

Performance Standards

- Material reproduced in Braille/Large Print must be an accurate representation of the original document and produced within agreed timeframes
- National Examinations reproduced in Braille/Large Print and submitted to Examinations Assessment & Administration Branch within agreed timeframes
- Schools and other institutions Braille/Large Print needs determined and addressed in a timely manner;
- Technical advice provided on visual impairments and other related special education matters
- Compliance with copyright regulations maintained within industry standards;
- Requests for special education support facilitated efficiently and effectively;
- Psycho educational assessments reviewed
- Recommendations made for exam accommodations in a timely manner;
- Reports submitted accurately and within a timely manner;
- Recommendations for modifications to national examinations papers/items ensure equity & access for students with visual impairments
- Research is presented in a timely manner and according to the Special Education Unit's guidelines

Internal and External Contacts (specify purpose of significant contacts)

Within the Ministry of Education, Skills, Youth & Information

Contact (Title)	Purpose of Communication
ACEO, Special Education	To receive guidance and provide information
Examinations & Assessment Administration Services Branch	To ensure timely receipt of national examination scripts and the submission of such in Braille/Large Print as well as for the transcription of Braille examination scripts
Regional Offices	For collaboration and information sharing
Other members of staff	For collaboration and information sharing

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

Contact (Title)	Purpose of Communication
Salvation Army School for the Blind	To determine braille/large print needs and facilitate the provision of such for students who are blind or visual impaired
Jamaica Society for the Blind	To share information and collaborate
Members of the media	To obtain material for reproduction in Braille/large print
Public and private educational institutions	To facilitate provision of material in Braille/large print as requested
Other entities & individuals	To facilitate provision of material in Braille/large print as requested

Minimum Required Education And Experience

- An advanced Degree in Education or other related fields
with
- A Diploma in Special Education
and
- At least 5 years teaching experience in Special Education
- At least 3 years experience at a supervisory level
- Certification in Level 2 Braille will be an asset

Required Competencies:

Core

- Excellent oral and written communication;
- Good strategic and analytical thinking skills,
- Problem solving and decision making skills;
- Demonstrated ability to work well within a dynamic team

- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus
- Ability to foster team work and cooperation
- Ability to maintain confidentiality
- Ability to work on own initiative
- Excellent Interpersonal skills
- Excellent time management skills with respect to setting priorities and managing multiple workflows against tight deadlines;
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software).

Technical

- Knowledge of the Education Act and Regulations
- Knowledge of the Child Care and Protection Act and Regulations
- Knowledge of the MoESYI's policies, rules and regulations
- Knowledge of the Disability Act of Jamaica 2014
- Be a strategic thinker with a high level of professionalism
- Excellent communication, social and collaborative skills
- Excellent administrative and supervisory skills
- Have the ability to motivate others
- Strong problem-solving and decision making skills
- Good knowledge of the latest trends in Braille transcription procedures
- Excellent computer skills, particularly in the use of Microsoft Word
- Good knowledge of Assistive Technology equipment and practices
- Knowledge of Level 2 Braille
- Knowledge of Braille translation

Authority

- Advise the Operations Technician on graphics to be made tactile

Specific Conditions Associated With the Job

- May be required to travel to schools across the island
- A reliable motor vehicle and a valid driver's licence is required
- Work in a confined area with potentially high levels of paper dust
- Will be required to use the computer for long periods
- May be required to work on public holidays and/or weekends
- May be required to work beyond normal working hours

Validation of Job Description

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

Employee

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Manager/Supervisor

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Date

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