



Ministry of
Education, Skills,
Youth & Information

CO 26-108



CAREER OPPORTUNITY

JOB TITLE : EDUCATION OFFICER - REGIONAL MATHEMATICS COORDINATORS (GMG/EO 2) - VACANT
SUPERVISION OF SCHOOLS - LITERACY & MATHEMATICS FOUNDATION UNIT - REGIONS 1-7

JOB PURPOSE:

Under the direction of the Regional Senior Education Officer, the Regional Mathematics Coordinator will research, develop, coordinate, implement and assess staff development in the content areas of Mathematics in accordance with the National Curriculum needs. The incumbent will provide technical specialized, consultative, advisory and planning services in mathematics, provides direction and leadership to interpret data in the development and implementation of strategic plans for schools.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor Degree in Education or Mathematics or a related area with at least 2 – 3 years teaching experience
- Teaching Diploma

REMUNERATION PACKAGE::

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





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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:	Regional Mathematics Coordinator
JOB GRADE:	E.O. 2
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools' Services (DSS)/Regional Educational Services
SECTION/UNIT:	Regional Foundational Unit
REPORTS TO:	Senior Education Officer
MANAGES:	Assistant Education Officer Mathematics (Primary & Secondary)

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 Objective:**Job Purpose:**

Under the direction of the Regional Senior Education Officer, the Regional Mathematics Coordinator will research, develop, coordinate, implement and assess staff development in the content areas of Mathematics in accordance with the National Curriculum needs. The incumbent will provide technical specialized, consultative, advisory and planning services in mathematics, provides direction and leadership to interpret data in the development and implementation of strategic plans for schools.

Key Outputs:

- Annual work plan prepared
- Instructional Support Provided
- Classroom resources reviewed/developed
- Technical support provided to teachers and students
- Strategies to improve math scores implemented
- Mathematics Interventions and assessment monitored
- Data collected and analyzed
- Monthly reports prepared
- Staff appraisals conducted

Key Responsibility Areas**Technical /Professional Responsibilities:**

- Ensures the implementation of the National Mathematics Initiative at the Regional Level.
- Provides direction and leadership to interpret data in the development and implementation of strategic plans for the schools; provides information, consultation and materials concerning mathematics.
- Develops Regional Strategic Plan, manages and monitors its implementation;
- Manages Regional Mathematics team in ensuring the attainment of regional targets at Grades 4, 6 and 11.
- Promotes appropriate analysis and feedback on students' numeracy achievements on a structured timeline;
- Collects data from the EASSB for the region and analyses the data identifying schools in need of intervention;
- Develops a data bank to influence teaching and learning decisions at the school and regional level.
- Supports the Mathematics Coaches in designing, monitoring and evaluating interventions for schools;
- Assesses the practices of teachers within the region and provide opportunities through training for best practices;

- Provides opportunities for teachers to strengthen their knowledge and understanding of the content of the National primary and secondary curricula
- Ensures that on-going- in-service training is held within the operational Quality Education Circles (QECs) and clusters in the region;
- Provides targeted opportunities for teachers to improve their content concept knowledge as well as the associated methodology;
- Provides guidance and support for Mathematics coaches in ensuring:
 - a) that school visits are conducted and support is provided for identified School Based Mathematics Teachers
 - b) increased parental, community and stakeholder involvement in numeracy development at the school level.
- Reports on progress in numeracy to the Regional Senior Education Officer, Mathematics;
- Liaise with the Teacher Training Colleges at the Regional level to ensure the full involvement of the tertiary sector;
- Forge effective working partnerships with Education Officers, Principals, Early Childhood Supervisors and other Senior Professionals.

Management/Administrative Responsibilities:

- Manages personnel engaged to support mathematics initiatives across the region;
- Assists with the development of a proposed annual budget relating to curriculum development and the instructional materials needs of schools for the Regional Mathematics Programme;
- Prepares monthly reports on activities undertaken under the programme;
- Prepares annual Work Plan
- Contributes to the Section's monthly and annual reports;
- Conducts monthly and ad hoc staff meetings;

Human Resources Responsibilities:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

Other

- Performs other related functions assigned from time to time by the Regional Senior Education Officer, Mathematics.

Performance Standards;

- Individual Work Plan completed in agreed format and within established timeline;
- Instructional support to teachers as it relates to mathematics provided based on agreed deliverables;
- Coaching, support and guidance provided to teachers based on best practices
- Maths 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
Regional Director	Collaboration
Regional Senior Education Officer	To provide Information
Education Officers	To provide 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
Teacher Training Colleges	Collaboration
Principals	To provide and obtain Information
Teachers	To provide guidance as it relates to areas of greatest needs

Required Competencies**Core:**

- Use initiative in decision making
- Communicate effectively both orally and written
- Motivate colleagues to engender a stress free environment
- Apply team dynamics and in so doing be a team player
- Assess staff under supervision and evaluate performance
- Provide timely and adequate report to account for transparency and accountability

Technical:

- Strong conceptual content knowledge base
- Knowledge and understanding of primary mathematics curriculum.
- Ability to guide and train teachers in effective techniques and strategies

Minimum Required Education and Experience:

- Bachelor Degree in Education or Mathematics or a related area with at least 2 – 3 years teaching experience
- Teaching Diploma

Authority To:

- Conduct site visits
- Provide guidance
- Access confidential information
- Refer students for specialist intervention

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.