



CO 25-260



## Ministry of Education, Skills, Youth and Information

### CAREER OPPORTUNITIES DIVISION OF SCHOOLS' SERVICES OFFICE OF THE CEO

**JOB TITLE : REGIONAL COORDINATOR- SCHOOL'S SAFETY AND SECURITY (GMG/SEG 3) - VACANT, REGION 2**

#### **JOB PURPOSE:**

Under the general direction of the National Coordinator – Schools' Safety & Security, the Regional Coordinator, School Safety & Security is responsible for providing technical support to the Safety and Security in Schools Programme by ensuring that schools have active safety and security committees that are adhering to established policy guidelines. The incumbent is also responsible for ensuring that the safety and security standards are implemented to guide safe school protocols and in response to critical incidents.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors' Degree from an accredited University in Education, Security Management, Social Sciences, Humanities or equivalent
  - With three (3) years' experience in safety and security within an educational environment.
- OR
- Three (3) years' experience in policy and programme development,
  - Training in Supervisory Management or Social & Behaviour change would be asset

#### **REMUNERATION PACKAGE:**

**\$5,198,035.00 - \$6,990,779.00 per annum**





CO 25-260



## Ministry of Education, Skills, Youth and Information

### **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Friday, January 9, 2026:

Director – Human Resource Management  
Ministry of Education, Skills, Youth & Information  
2-4 National Heroes Circle,  
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

**[Click here to apply.](#)**

The job description is attached.



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION**  
**DIVISION OF SCHOOLS' SERVICES**  
**JOB DESCRIPTION AND SPECIFICATION- (Proposed)**

<b>JOB TITLE:</b>	Regional Coordinator, Schools' Safety & Security
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Division of Schools' Services / Office of the CEO
<b>BRANCH:</b>	Schools' Safety & Security Branch
<b>REPORTS TO:</b>	National Coordinator – Schools' Safety & Security
<b>MANAGES:</b>	N/A

**Job Purpose**

Under the general direction of the National Coordinator – Schools' Safety & Security, the Regional Coordinator, School Safety & Security is responsible for providing technical support to the Safety and Security in Schools Programme by ensuring that schools have active safety and security committees that are adhering to established policy guidelines. The incumbent is also responsible for ensuring that the safety and security standards are implemented to guide safe school protocols and in response to critical incidents.

**Key Outputs:**

- Annual Operational work plan prepared
- Public Education Plans developed and implemented
- Systems and structures monitored
- Strategic meetings convened
- Trends identified and reports prepared
- Training needs identified
- Investigations conducted
- Technical advice given
- Community and stakeholders consultations conducted
- Reports prepared

## **Key Responsibility Areas:**

### **Technical / Professional Responsibilities**

- Conducts consultations with schools management and other stakeholders as directed by the National Coordinator of Schools' Safety and Security;
- Provides technical guidance and support to schools in order to ensure high levels of compliance with the policies guidelines, standards and protocol for the Safety and Security in Schools;
- Conducts investigations into major critical incidents in schools;
- Conducts policy research pertaining to Safety and Security in Schools;
- Coordinates and direct programmes and activities designed to effectively address school's safety and security needs;
- Provides guidelines for developing and monitoring the schools' safety and security section of the School Improvement Plans ( including Crisis and Emergency Response Plans);
- Participates in the development and implementation of prevention strategies in an effort to minimize the likelihood of school violence; recommends changes as necessary;
- Coordinates/supports the development of Public Education and Social Marketing Initiatives geared toward improving knowledge, attitudes, practices and behaviours relating to safety and security in schools;
- Ensure that school safety and security plans are developed, updated and implemented.
- Support schools in establishing and maintaining school Security and Safety committees for governance of security matters.
- Conducts presentations to various community groups and organizations relative to school safety and security;
- Participates in training programmes to increase individual skills and proficiency related to school safety and security;
- Supports major activities between uniformed groups and the MoESYI;
- Facilitates the expansion of uniform groups in schools pursuant to the standards of MoESYI;
- Promotes a public education campaign as it relates to the importance and relevance of uniform groups

### **Management/ Administrative Responsibilities**

- Prepares and implements the Annual Budget, Operational & Work Plans for the Branch
- Convenes meetings with stakeholders;
- Develops, prepares and submits reports on trends in schools' and makes recommendations on how these issues may be corrected;
- Attends meetings on behalf of the Ministry;
- Develops and maintains effective, co-operative working relationships within and outside the Branch;
- Prepares reports as scheduled and required.

### **Other**

- Performs other related duties as may be assigned by the National Coordinator from time to time

### **Performance Standards:**

- Systematic consultations conducted with appropriate stakeholders;
- Comprehensive investigations and research conducted;
- Systems and structures monitored for the continued evaluation of the Safety and Security in Schools Programme;
- Strategic meetings convened with key stakeholders, to address Safety and Security in Schools, in accordance with the directives of the National – Safety and Security;
- Applicable training needs identified and reported on, within the required timeframe;
- Training needs identified and reported on, within the required timeframe

**Internal and External Contacts (specify purpose of significant contacts:**

**Contacts Internal to the organisation:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Principals in educational institutions	Re collaboration and sharing information on incidents in schools
Deans of Discipline	Re collaboration and sharing information on incidents in schools
Clinical Psychologist	Re collaboration and sharing information on incidents in schools
Guidance Counsellors	Re collaboration and sharing information on incidents in schools

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Jamaica Constabulary Force	Re consultation on incidents requiring the intervention of the security forces
Service Clubs & Citizens Associations	Collaboration/share information
Parents and community members/stakeholders	Collaborate on issues relating to students and their best interest.
CDA,OCR MNS	Establish coordinated responses to children at risk or in conflict with the Law within the school system
Jamaica Fire Brigade	Ensure safety checks, drills and risk awareness for school safety

**Required Competencies:**

**Core**

- Excellent verbal and written communication and presentation skills
- Good interpersonal, collaborative and motivational skills
- Good presentation Skills
- Effective decision-making and problem solving skills
- Strategic thinker with a high level of professionalism

- Knowledge of research and consultation methods
- Considerable knowledge of the current literature, trends, methods and developments in the areas of safety and security school
- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint and Outlook

### **Technical**

- Proficiency in safety and security principles.
- Knowledge of the following Acts and regulations:
  - The Education Act, the Education Regulations
  - Safety and Security in Schools Policy Guidelines and Manuals
  - Child Care and Protection Act
  - Access to Information Act

### **Minimum Required Education and Experience**

- Bachelors' Degree from an accredited University in Education, Security Management, Social Sciences, Humanities or equivalent
- Three (3) years' experience in safety and security within an educational environment **or** three (3) years' experience in policy and programme development,
- Training in Supervisory Management **or** Social & Behaviour change would be asset

### **Authority to:**

- Recommend solutions for the improvement of safety and security in schools'
- Access to confidential information

### **Specific Conditions associated with the job:**

- Normal office environment
- Required to travel island-wide in the course of duties
- Required to possess a valid Driver's License and a reliable motor vehicle
- Required to work beyond normal working hours
- Potential exposure to dangerous situations when responding to critical incidents
- Ability to work under pressure and in challenging environment.

