

EDUCATION OFFICER (CENTRAL OFFICE)

REPORTING RELATIONSHIP: SENIOR EDUCATION OFFICER

FUNCTIONAL RELATIONSHIP: REGIONAL EDUCATION OFFICERS/PRINCIPAL
EDUCATION OFFICER, DISTRICT EDUCATION
OFFICERS (NURSERY, PRIMARY, SECONDARY,
SEN), WELFARE OFFICERS, SCHOOL
ADMINISTRATORS.

BROAD AREAS OF RESPONSIBILITY:

Suggest and implement literacy initiatives at school and community-based levels, give guidance on curriculum implementation in-schools and communities, suggest strategies for the professional development of teachers and community volunteers; collect and analyse data of students' performances; monitor the implementation of literacy initiatives in schools and communities, establish and maintain linkages with the community at large.

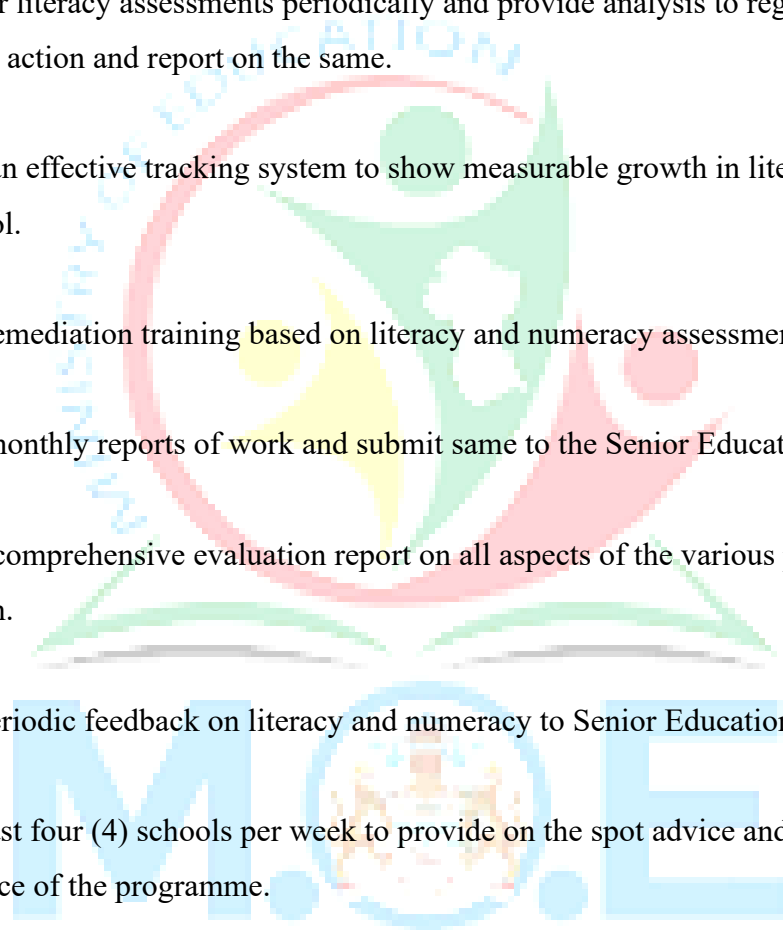
PURPOSE: To supervise the implementation of the regional literacy programme, which is aligned to national literacy priorities.

KEY OUTPUTS:

- Develop and use appropriate learning resources for literacy and numeracy.
- Compile reports on National literacy implementation.
- Use teaching methods and strategies to conduct training sessions.
- Efficient dissemination of knowledge and information.
- Effective supervision of literacy and numeracy implementation in schools and communities.

RANGE OF ACTIVITIES:

1. Implement the Nation Literacy Plan in schools through the Regional Education Department.

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2. Provide ongoing training for teachers and literacy volunteers at the Nursery, Primary, and Secondary levels and in the communities.
 3. Maintain an up-to-date database of teachers receiving training.
 4. Administer literacy assessments periodically and provide analysis to regions for immediate action and report on the same.
 5. Maintain an effective tracking system to show measurable growth in literacy/numeracy in each school.
 6. Conduct remediation training based on literacy and numeracy assessments results.
 7. Compile monthly reports of work and submit same to the Senior Education Officer.
 8. Prepare a comprehensive evaluation report on all aspects of the various programmes undertaken.
 9. Provide periodic feedback on literacy and numeracy to Senior Education Officer.
 10. Visit at least four (4) schools per week to provide on the spot advice and guidance for the maintenance of the programme.
 11. Participating in bi-monthly feedback meetings with the Senior Education Officer e.g. literacy fairs, literacy clinics in communities etc.
 12. Any other activities related to the current literacy and numeracy programme.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

A bachelor's degree from a recognised university in Education or related field plus no less than eight (8) years post qualification experience in school administration.

WORKING CONDITION

The incumbent spends approximately 20% of work time in the office and 80% of this time in the field to effectively perform their duties.

