

EDUCATION OFFICER (REGIONAL OFFICE)

REPORTING RELATIONSHIP: EDUCATION OFFICER (CENTRAL OFFICE)

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

BROAD AREAS OF RESPONSIBILITY:

Monitor the implementation of literacy initiatives at the school and community-based levels, provide on the spot training for teachers and volunteers; suggest strategies for the professional development of teachers and community volunteers; ensure schools are conducting formative and summative literacy assessments, establish and maintain linkage with the community at large.

PURPOSE: To supervise the implementation of the national literacy priorities.

KEY OUTPUTS: - Use appropriate learning resources for literacy.

- Compile weekly reports on the implementation of literacy initiatives.
- Conduct training sessions, coaching and demonstration lessons.
- Efficient dissemination of knowledge/information.
- Effective supervision of literacy/numeracy implementation in schools and communities.

RANGE OF ACTIVITIES:

1. Work with the Education officers (Nursery, Primary and Secondary) to implement the Regional Literacy Plan in schools.
2. Provide ongoing training for teachers, adults or youths within the region.

3. Maintain an up-to-date database of teachers and adults receiving training.
4. Conduct frequent on the job coaching sessions and monitor change incrementally.
5. Track literacy performances of schools within the regions.
6. Organise and conduct remediation training based on literacy and numeracy assessments results.
7. Compile monthly reports of work and submit same to the Education Officer (Central Office).
8. Provide feedback on literacy and numeracy to parents and community leaders.
9. Work with LCMs and LSTs to conduct parent education in literacy and numeracy through seminars.
10. Visit schools to offer on the spot advice and guidance for the maintenance of the programme.
11. Assist the LCMs, LST, Volunteers, and DEOs for N, P, S in checking all reading assessments for all primary schools.
12. Participate in monthly feedback meetings with the LCMs and LSTs.
13. Collaborate with DEO's for N, P, S to monitor the effectiveness of literacy initiatives in schools and communities.
14. Any other activities related to the current literacy/numeracy programme.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A bachelor's degree from a recognised university in Education or related field plus no less than five (5) years of post-qualification experience as a class teacher.
- Must be attached to a school.

WORKING CONDITION

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

