

SENIOR EDUCATION OFFICER

REPORTING RELATIONSHIP: ASSISTANT CHIEF EDUCATION OFFICER (LITERACY)

FUNCTIONAL RELATIONSHIP: HEAD OF CURRICULUM – NCERD, REGIONAL EDUCATION OFFICERS/PRINCIPAL EDUCATION OFFICER, COORDINATOR – GUYANA LEARNING CHANNEL, ASSISTANT CHIEF EDUCATION OFFICER (SECONDARY), ASSISTANT CHIEF EDUCATION OFFICER (PRIMARY), ASSISTANT CHIEF EDUCATION OFFICER (NURSERY), ASSISTANT CHIEF EDUCATION OFFICER (SEN).

BROAD AREAS OF RESPONSIBILITY:

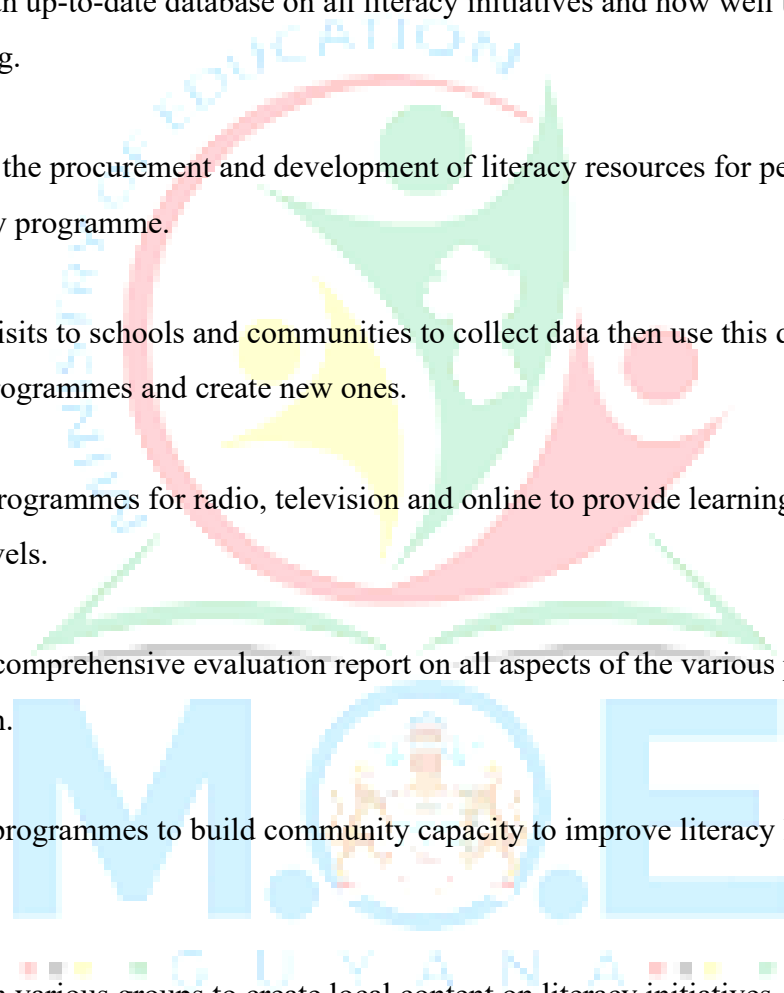
Suggest and implement literacy initiatives at the school and community-based levels, engage in curriculum development and evaluation: give guidance on methodology and strategy in teaching and supervising the implementation of literacy initiatives in-schools and in communities; suggest strategies for the professional programme in schools and communities; collect and analyse reports of the instructional programme in schools and communities; establish and maintain linkages with the community at large.

PURPOSE: To implement national literacy programmes specific to the school and community – based levels.

KEY OUTPUTS:

- Design a training programme for literacy educators (teachers, volunteers etc.)
- Develop learning resources to support the literacy programme.
- Collect data on the implementation of programmes and analyse the same with the view of modifying and strengthening the national support.

RANGE OF ACTIVITIES:

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1. Coordinate the implementation of the Nation Literacy Plan through the development of targeted interventions and initiatives.
 2. Review and maintain the National Literacy Standards.
 3. Maintain an up-to-date database on all literacy initiatives and how well they are progressing.
 4. Advise on the procurement and development of literacy resources for people accessing the literacy programme.
 5. Conduct visits to schools and communities to collect data then use this data to improve existing programmes and create new ones.
 6. Develop programmes for radio, television and online to provide learning opportunities at various levels.
 7. Prepare a comprehensive evaluation report on all aspects of the various programmes undertaken.
 8. Establish programmes to build community capacity to improve literacy levels among citizens.
 9. Liaise with various groups to create local content on literacy initiatives.
 10. Streamline existing literacy agendas with actionable school and community-based responses e.g. literacy fairs, literacy clinics in communities etc.
 11. Any other activities related to the current literacy 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 in school administration.

WORKING CONDITION

The incumbent spends approximately 60% of work time in the office and 40% of this time in the field to effectively perform their duties.

