



Ministry of Education,
Youth, Sports and Culture

EDUCATION FOR SELF, EDUCATION FOR STRENGTH, EDUCATION FOR LIFE.

VACANCIES

The Ministry of Education, Youth, and Sports invites applications from suitably qualified persons for the following posts:

Interested applicants may obtain a copy of the Terms of Reference on the Ministry of Education's website:
<http://www.moe.gov.bz/index.php/vacancies>

Applications must be submitted at the address indicated below by 10:00 a.m. on **June 24, 2016**.

Interested persons are asked to submit a letter of interest, Curriculum Vitae (detailed), two (2) letters of recommendation along with copies of Qualifications to:

Chief Executive Officer,
Ministry of Education, Youth, Sports and Culture
West Block Building
Belmopan

1. PRINCIPAL EDUCATION OFFICER - Corozal DEC

Reporting Relationship: Deputy Chief Education Officer [*with responsibility for District Education Centre Management*]

Minimum academic qualification: Master in Education and at least 5 years teaching experience, familiar with the education sector in Belize.

Payscale 24 of \$40,776 x 1,596 – 71,100.00 per annum

Key responsibilities/tasks:

The District Education Manager shall have overall responsibility for the development, implementation and monitoring of an education development plan for the district in collaboration with the District Education Council and with the support of central agencies.

A. Planning & Development –

1. In collaboration with Service Areas, access and analyze district education sector data
2. Use data to inform the development of the district education sector plan and implementation strategy in collaboration with the District Education Council and officers of the DEC.
3. Ensure that the district education sector plan is based on achievable, prioritized goals that are aligned with Belize Education Sector Strategy and budgetary priorities and constraints of the Ministry
4. Obtain approval from the Senior Management Team for the district education sector plan
5. Oversee the implementation of the district education sector plan and ensure the co-ordination of district plans with Service Areas of the Ministry in order to optimize the use of district and central resources
6. Collaborate with relevant Service Areas, other government ministries and agencies and external partners on initiatives to develop new or review existing educational or related legislation, policies or programs.

B. School Supervision and Support–

1. Ensure planning and conducting of regular school supervision to guide, support, and monitor school improvement and development guided by the principles of QCFS and approved Supervision strategies.
2. Examine and evaluate school documents to determine compliance with education regulations and established standards for quality.
3. Lead school supervision and support exercises conducted by the District Education Centre.
4. Ensure that managing authorities and schools (principals and teachers) comply with the Education and Training Act and subsidiary Rules and are held accountable for school/student performance.
5. Provide or coordinate training to managements and school leaders in the supervision and support of their schools including self-assessment and school improvement planning and implementation.
6. Monitor and ensure that managements and school leaders conduct school supervision and support including self-assessment and school improvement planning and implementation.

C. Administration –

1. Develop annual work plan and budget to include, but not limited to, school supervision, gathering of information to inform planning and resourcing, continuous professional development, administration of local and international exams and other administrative tasks.
2. Prepare and submit quarterly reports on DEC activities
3. Prepare and submit annual report on District Education Sector in relation to the Education Sector Strategy and M&E Framework
4. Supervise staff, conduct staff performance appraisals and identify staff development needs and make arrangements for meeting these needs
5. Liaise with Managing Authorities, Service Areas, other MoEYSC offices, other government ministries and agencies and other stakeholders in achieving district plans
6. Represent the Ministry on the District Education Council
7. Represent the Ministry on school Boards and other bodies as required from time to time.
8. Work with appropriate government and other agencies as it relates to national emergencies, national disasters, or emergencies of any other type in respect of coordinating a response and informing about the need to use schools and to close schools as the situation may demand
9. Liaise with the Chief Education Officer regarding the licensing (establishment) of new schools and regarding the assessment and verification of applications for additional staff, infrastructure, and other similar submissions from existing schools.
10. Oversee the administration of local and international examinations at the district level
11. Oversee the organization and implementation of continuous professional development, and intervention workshops for teachers.
12. Oversee the textbook programme at district level including ensuring submission of textbook requisitions by schools/managements, verification of requisitions and receipt and distribution of textbooks.
13. Maintain oversight of effective communication between associations of principals and partners in education with respect to various educational programmes.
14. Identification of needed school transportation routes and co-ordinate related activities (such as verification of mileage).
15. Provide leadership and maintain oversight of all functions of the DEC.

D. Any Other Duties as Assigned from time to time including but not limited to –

1. Co-ordination of education activities e.g. National contests, Festival of Arts, annual PSE and other Ceremonies, Child Stimulation Month, Education Showcase, District level activities for September Celebrations
2. Represent MOE at School graduation and other Ceremonies
3. Support Teachers' Awards Programmes

2. EDUCATION OFFICERS:

Orange Walk DEC - (1)

Belize DEC - (2)

Employment Training and Education Services (1) – Belize City,

Cayo DEC (2)

Toledo DEC - (2)

Minimum academic qualification: Bachelor in Education and at least 3 years teaching experience, and familiar with the education sector in Belize.

Payscale 17 of \$31,248 x 1,320 – 57,516.00 per annum.

Reporting Relationship: Principal Education Officer (PEO)/District Education Manager

Key responsibilities/tasks:

A. Planning & Development –

1. Collect and analyze information on district level trends in selected curricular areas to inform planning and development in the district.
2. Assist in the development and revision of relevant tools, instruments, guides, policies, standards, curricula, and training materials relevant to selected curricular areas as well as quality assurance mechanisms, including but not limited to, School Improvement Planning and Supervision at pre-primary and primary levels.
3. Assist in the development and revision of national policies and programmes in support of selected curricular areas
4. Assist in identifying the professional development priorities for training of teachers and teacher educators based on district and school needs.
5. Collect and analyze information on the need for student services and co-curricular and/or remedial programmes and make recommendations for the types of programmes and services needed in particular schools.
6. Through the PEO, collaborate with relevant Service Areas of the Ministry, other government ministries and agencies and external partners on initiatives to develop new or review existing educational or related legislation, policies or programs.

B. Supervision and Support to Schools –

1. Provide logistical support for the planning and conducting of regular school supervision to guide, support, and monitor school improvement and development guided by appropriate School Improvement Planning principles and practices to ensure school quality and student achievement.
2. Collect school documents and records (policy documents/handbooks, curriculum documents/plans, school profiles, self-assessment reports, school improvement plans, evaluation reports, financial statements etc) as required for planning, supervision and administrative purposes.
3. Receive school documents to determine compliance with education regulations and established standards for quality.
4. Examine and evaluate school documents to determine compliance with education regulations and established standards for quality.
5. Provide regular and ongoing training and support to managements and school leaders in the areas of education legislation, requirements and development of school policies and rules.
6. Monitor the compliance of schools with directives issued by the Ministry.

C. Administration –

1. Assist the PEO in developing the annual work plan and budget to include, but not limited to, school supervision, gathering of information to inform planning and resourcing, continuous professional development, administration of local and international exams and other administrative tasks.
2. Assist the PEO in preparing quarterly and annual reports on DEC activities in relation to the Education Sector Strategy and M&E Framework

3. Liaise, as required, with Managing Authorities, Service Areas, other MoEYSC offices and other stakeholders in achieving district plans
4. Represent the Ministry on school Boards and other bodies as required from time to time.
5. Work with appropriate government and other agencies as it relates to national emergencies, national disasters, or emergencies of any other type in respect of coordinating a response and informing about the need to use schools and to close schools as the situation may demand
6. Assist the PEO with the processing of license applications for new schools and the assessment and verification of applications for additional staff, infrastructure, and other similar submissions from existing schools.
7. Assist the PEO in managing the administration of local and international examinations at the district level.
8. Assist the PEO by managing the textbook programme at district level including ensuring submission of textbook requisitions by schools/managements, verification of requisitions and receipt and distribution of textbooks.
9. Assist the PEO in managing the organization and implementation of continuous professional development, and intervention workshops for teachers.
10. Participate in professional development programmes and activities for DEC officers.
11. Identification of needed school transportation routes and co-ordinate related activities (such as verification of mileage)

D. Any Other Duties as Assigned from time to time including but not limited to–

1. Co-ordination of education activities e.g. National contests, Festival of Arts, annual PSE and other ceremonies, Child Stimulation Month, Education Showcase, school activities for September Celebrations
2. Represent MOE at school graduation and other ceremonies
3. Support Teachers' Awards Programmes

3. ITINERANT RESOURCE OFFICER - Belmopan

Reporting Relationship: Principal Education Officer (PEO)/District Education Manager

Minimum academic qualification: Bachelor in Education and at least 3 years teaching experience, and familiar with the education sector in Belize.

Payscale 17 of \$31,248 x 1,320 – 57,516.00 per annum.

Reporting Relationship: Principal Education Officer (PEO)/District Education Manager

Key responsibilities/tasks:

A. Planning & Development –

1. Collect and analyze information on district level trends in selected curricular areas to inform planning and development in the district.
2. Assist in the development and revision of relevant tools, instruments, guides, policies, standards, curricula, and training materials relevant to selected curricular areas as well as quality assurance mechanisms, including but not limited to, School Improvement Planning and Supervision at pre-primary and primary levels.
3. Assist in the development and revision of national policies and programmes in support of selected curricular areas
4. Assist in identifying the professional development priorities for training of teachers and teacher educators based on district and school needs.
5. Collect and analyze information on the need for student services and co-curricular and/or remedial programmes and make recommendations for the types of programmes and services needed in particular schools.
6. Through the PEO, collaborate with relevant Service Areas of the Ministry, other government ministries and agencies and external partners on initiatives to develop new or review existing educational or related legislation, policies or programmes.

B. Supervision and Support to Schools –

7. Provide logistical support for the planning and conducting of regular school supervision to guide, support, and monitor school improvement and development guided by appropriate School Improvement Planning principles and practices to ensure school quality and student achievement.
8. Collect school documents and records (policy documents/handbooks, curriculum documents/plans, school profiles, self-assessment reports, school improvement plans, evaluation reports, financial statements etc) as required for planning, supervision and administrative purposes.
9. Receive school documents to determine compliance with education regulations and established standards for quality.
10. Examine and evaluate school documents to determine compliance with education regulations and established standards for quality.
11. Provide regular and ongoing training and support to managements and school leaders in the areas of education legislation, requirements and development of school policies and rules.
12. Monitor the compliance of schools with directives issued by the Ministry.

E. Administration –

13. Assist the PEO in developing the annual work plan and budget to include, but not limited to, school supervision, gathering of information to inform planning and resourcing, continuous professional development, administration of local and international exams and other administrative tasks.
14. Assist the PEO in preparing quarterly and annual reports on DEC activities in relation to the Education Sector Strategy and M&E Framework
15. Liaise, as required, with Managing Authorities, Service Areas, other MoEYSC offices and other stakeholders in achieving district plans
16. Represent the Ministry on school Boards and other bodies as required from time to time.
17. Work with appropriate government and other agencies as it relates to national emergencies, national disasters, or emergencies of any other type in respect of coordinating a response and informing about the need to use schools and to close schools as the situation may demand
18. Assist the PEO with the processing of license applications for new schools and the assessment and verification of applications for additional staff, infrastructure, and other similar submissions from existing schools.
19. Assist the PEO in managing the administration of local and international examinations at the district level.
20. Assist the PEO by managing the textbook programme at district level including ensuring submission of textbook requisitions by schools/managements, verification of requisitions and receipt and distribution of textbooks.
21. Assist the PEO in managing the organization and implementation of continuous professional development, and intervention workshops for teachers.
22. Participate in professional development programmes and activities for DEC officers.
23. Identification of needed school transportation routes and co-ordinate related activities (such as verification of mileage)

F. Any Other Duties as Assigned from time to time including but not limited to–

24. Co-ordination of education activities e.g. National contests, Festival of Arts, annual PSE and other ceremonies, Child Stimulation Month, Education Showcase, school activities for September Celebrations
25. Represent MOE at school graduation and other ceremonies
26. Support Teachers' Awards Programmes

4. IRO- QADS Unit (Supervisor Secondary Schools)

Minimum academic qualification: Bachelor in Education and at least 3 years teaching experience / administrative experience and familiar with the education sector in Belize.

Payscale 17 of \$31,248 x 1,320 – 57,516.00 per annum.

Reporting Relationship: Director, Quality Assurance and Development Service

Key responsibilities/tasks:

A. Planning & Development –

- Adhere to public service regulations.
- Assist schools with the development and implementation of school improvement plans.
- Plan, organize and deliver training workshops for teachers, principals, education officers and others.
- Draft, edit and revise materials for workshops and in support of the implementation of the curriculum and other work related areas.
- Contribute to the development, revision and dissemination of pre-, primary and high school curriculum documents.
- Contribute, through participation in technical working groups, to the development of policies, strategies, methodologies and other concepts.
- Participate in monitoring and evaluation activities by collecting, providing, analysing or reporting on appropriate information.
- Participate in QADS staff meetings and training sessions.
- Provide monthly, quarterly or annual plans and reports, as required.
- Ensure office area is well-maintained.
- Ensure work equipment is secure and well-maintained.
- Ensure work-related documents are secure and appropriately accessible.
- Keep a record of own professional activities.
- Provide appropriate, relevant, meaningful and accurate information to supervisors, colleagues and members of the public in a timely manner upon request.

B. Supervision and Support to Schools –

- Engage in continuing professional development activities.
- Upon request, assist projects, consultancies and other agencies in their work.
- Upon request, contribute to the work of the examinations unit, including in the development and validation of examinations and in CSEC and CAPE supervision.
- Liaise with other service areas and district education centres within the Ministry of Education.
- Upon request, represent the Ministry of Education on school and other advisory, governing or supervisory boards.
- Upon request, represent the Ministry of Education in local, national and international forums, meetings, conferences and so on.
- Interact with members of the public professionally and courteously.
- Upon request from a supervisor, carry out any other duty that can be reasonably construed as consistent with the roles and functions of an education officer.
- In accordance with the public service regulations, respond affirmatively to requests for assistance from the Ministry of Public Service, especially in relation to national emergencies and the conduct of local and national elections.

5. Local ManagerS: Government Schools Management

Central : Cayo/Belize Districts (1) and Southern: Stann Creek/Toledo Region (1)

Minimum academic qualification: Bachelor in Education and at least 3 years teaching experience and familiar with the education sector in Belize.

Payscale 16 of \$29,292 x 1,272 – 53,460.00 per annum

Reporting Relationship: DEPUTY CHIEF EDUCATION OFFICER /DELEGATE TO THE GENERAL MANAGER

JOB FUNCTION: Supervision of Government Schools at a Regional Level, Assist in the allocation of schools resources, Liaise with Government School Boards and interest groups/Organization, Liaise with Manager School Community Liaison and Reporting to the General Manger of Government Schools

DUTIES AND RESPONSIBILITIES:

1. Visit schools for the purpose of monitoring staff and student relationship.
2. Assist in the preparation of staffing schedule for Government Schools.
3. Receive recommendations of appointment/training of staff in Government Schools.
4. Monitor budgets of Government schools in the region specified.
5. Ensure that quality schools operate using the QCFS model.
6. Assist with the monitoring staff of schools and assist in dealing with teacher grievances.
7. Ensure that all schools in your region comply with the Education Rules and Handbook of Policies.
8. Liaise with General Manager of Government Schools.
9. Prepare monthly reports on the schools in your region.
10. Assist in the equitable distribution of resources e.g. furniture, school supplies etc.
11. Assist in the process of the establishment of school boards.
12. Attend meetings.
13. Assist with the development of school board policies.
14. Liaise with the Manager, School Community Liaison and Security Programme on recommendations made for the effectiveness of the programme.
15. Attend to any other duties that may apply.

6. Gateway Youth Centre – Belize City

Instructor– Math (1)

Minimum academic qualification: Bachelor in Education, Math or a relevant field and at least 3 years teaching experience and familiar with the education sector in Belize.

Payscale 16 of \$29,292 x 1,272 – 53,460.00 per annum

Section/Unit: Gateway Youth Center/Education Support Services

Posting: Belize City

Work Base: Gateway Youth Center, Belize City

Reporting Relationship: Youth Center Coordinator

Minimum Qualification: Bachelor's Degree in Education, Math or highly relevant field.

Salary: Payscale 16

General Working Hours: Monday to Thursday: 8:00am -12:00 noon and 1:00pm - 5:00pm
Fridays: 8:00am - 12:00 noon and 1:00pm - 4:30pm

Job Objectives:

The Math Instructor will provide student centered academic support and guidance to students in order to improve their math skills computation and problem solving skills.

Key Responsibilities/Tasks:

- Develop and administer individual assessment test to identify student skills level in reading and math
- Teach participants/students improve their competencies in math based on individual knowledge and skills level
- Teach participants basic math skills and/or improve competency in subject area based on individual knowledge and skills level
- Develop incentives to encourage participation and reward student progress
- Use interactive and participatory methods to engage students.
- Use a variety of instructional techniques and literacy materials; consistent with the needs and capabilities of the individual student.
- Create a classroom environment conducive to learning and appropriate to the maturity and interests of the students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as required
- Maintain good classroom management.
- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assess the student progress, on a regular basis and provide progress reports as required.
- Liaise with student's classroom teacher in order to keep abreast of child's progress in class/ school.
- Attend required meetings and trainings

General Experience:

- Sound knowledge of multiple modalities and strategies for teaching reading
- Experience in providing one-on-one individualized student academic assistance

Specific Experience:

At least four (4) years working experience teaching in upper primary or secondary level; and experience working with adolescents or youths in a formal or informal groups or institution.

Skills, Knowledge, Abilities

- Excellent verbal and written communication skills
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds
- Practical problem solving skills and ability to suggest options and alternatives
- Skills in group facilitation
- Organized, motivated and able to work independently
- Can develop clear plans and goals as well as tracking mechanisms to pinpoint progress
- Computer literate
- Ability and commitment to work evenings and weekends as required
- Team player

7. Gateway Youth Centre – Belize City

Instructor– Arts(1)

Job Title: Instructor (Arts)
 Unit/Service Area: Gateway Youth Center / Education Support Services
 Reporting Relationship: Coordinator, Gateway Youth Center

Minimum academic qualification: Associate’s Degree with a background in Art Education inclusive of music, speech, or theatre.

Payscale 8 of \$19,068 x 924 – 36,624.00 per annum

General Working Hours: 8:00am – 12:00 noon and 1:00 – 5:00pm (Monday – Thursday)
 8:00am – 12:00 noon and 1:00 – 4:30pm (Fridays)

1. Expected Results

- Prepare and facilitate art classes within the following areas ; Visual Arts, theatre, dance, craft and photography
- Develop and administer student skills assessment and document student progress
- Encourage youth to pursue further skills development and provide guidance in accessing further skills training and education opportunities in the arts
- Plans, coordinates, develops, produces, promotes and administers art exhibitions
- Selects, plans, and produces various programs/ exhibitions in dance, music, and arts
- Maintains the safety and security of all performing arts theatrical equipment including light control, lighting equipment, sound equipment, stage machinery and assisted listening devices, props and costumes
- Develops and prepares performing arts educational , promotional and production materials
- Facilitating the recruitment, support and training of volunteers
- Establish and maintain good links with partners and other youth service providers
- Performs other related work as required
- Attend required meetings and trainings
- Report any problems, incidents and concerns

2. Products

1. Detailed bi-weekly work plan, updates and activities planned;
2. Monthly reports and program evaluations

3. Specific experience:

- Administrative work in arts, music, theatre, or other related fields
- Personal Experience as an actor, musician, student producer, or other theatre-related activity is desirable

4. General experience:

- A minimum of two (2) years professional experience working with young people either in a paid or voluntary capacity
- Experience in teaching and/or group facilitation

References: At least two (2) references from previous employment

5. Skills, Knowledge, Abilities

- Knowledge of Methods, materials, and techniques unique to the visual arts in: drawing, painting, sculpture, collage, crafts, and photography
- Supervising and controlling performing arts activities and participants
- Carrying out acting techniques, stage movement, voice, script analysis, scene study, blocking, set and costume design.
- Ability to communicate with youth openly and without judgment
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds
- Practical problem solving skills and ability to suggest options and alternatives
- Good verbal and written communication skills
- Skills in group facilitation
- Is persistent at carrying out tasks, is flexible and adaptable and is capable of working on a lot of self- motivation
- Can develop clear plans and goals as well as tracking mechanisms to pinpoint progress
- Computer literacy
- Ability to liaise effectively with other agencies providing services to young people,
- Ability and commitment to work evenings and weekends as required

The successful candidate will be employed on a contractual basis for a period of one (1) year initially, renewable based on a satisfactory performance appraisal.

8. Policy and Planning Unit – Belize City

Researcher/Planner (1)

Minimum academic requirement: Master in Education, Social Science, Mathematics, Statistics, Economics or other research field plus a minimum of five (5) years trained teaching experience.

Pay scale 21 of \$36,996 x 1,596 – 67,320.00 per annum.

Reporting Relationship: Director, Policy and Planning

Purpose: The Ministry of Education, Youth, Sports and Culture recognizes that in order to achieve the strategic goals of improving access, quality and governance in the education system and governance in the education system in Belize there must be a complementary, supportive, systematic analysis of existing data on the performance of the Education system at all levels. Of equal importance is the need to identify the gaps in the knowledge and understanding in those factors that present obstacles to the achievement of greater access, quality and governance in the education system and to analyze and interpret those factors in order to formulate practical and viable solutions that would inform improved policies and practices to achieve the strategic goals.

The purpose of the position is to strengthen the capacity of the Ministry of Education to conduct research that would lead to a better understanding of the obstacles to achieving improved access, quality and governance in the education system and which would form the basis for designing, planning and implementing improved, evidence- based policies and practices to achieve those strategic goals.

Essential Duties and Responsibilities:

A. System Data Management – Research and Policy development support

1. Review existing data on the education system in Belize and identify gaps in the data collection.
2. Review education data collection instruments and recommend changes, improvements or refinements to data collection instruments, data storage formats, and data analysis methods.
3. Co-ordinate with the staff of the Policy and Planning Unit to ensure alignment between data collection, storage formats, retrieval, and analysis and the strategic goals of the Ministry of Education.
4. Use statistics to achieve issue recognition, inform programme design and policy choices forecast the future, monitor policy implementation and evaluate policy impact.

B. Research – Planning and Policy: Monitoring and Evaluation

5. Conduct studies addressing the acquisition of or the development of new knowledge information systems to meet current and projected needs.
6. Identify salient characteristics of the education system that require further investigation, analysis, and interpretation to provide an evidenced –base platform for the development of improved policies and practices.
7. Ensure alignment of Education Sector Strategy Goals and research initiatives identified.
8. Ensure integration of research outcomes and knowledge management systems in planning and decision-making.
9. Design and execute research studies of identified and approved areas of interest in the education system to support planning and implementation of system improvement strategies.
10. Design and execute research studies for the monitoring and evaluation of policy implementation.
11. Select, adapt and apply appropriate quantitative and qualitative research design and statistical tools to and techniques to all areas of studies.
12. Organize and present research-based information, analysis and interpretation clearly and effectively in narrative, tabular, graphical, and oral modes. Produce data for periodic reports on District and National characteristics of the education system.
13. In collaboration with the statistical staff of the MOE Policy and Planning Unit, maintain a research data storage system and an indexed archive of information and reports suitable for answering typical current questions and anticipating future ones.

C. Research – Collaboration, Reporting, Dissemination of Findings

14. In accordance with established research priority guidelines and under the direction of the Director, Policy and Planning respond to research requests originating inside or outside the institution;
15. Collaborate with external (local or foreign) research institutions which support approved research initiatives aimed at improving the knowledge base of the education system in Belize.
16. Ensure that research findings are available to and are delivered directly to educational settings so that they can be used to improve school operation and teaching skills.
17. Represent the Ministry of Education at professional conferences as required.
18. At the request of the Director, Policy and Planning, perform a variety of unscheduled duties as may be necessary to support Ministry of Education priority needs from time to time.