

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

<u>JOB TITLE:</u>	Principal (Primary)
<u>MINISTRY/DEPARTMENT:</u>	Ministry of Education
<u>DIVISION:</u>	Primary Schools
<u>SECTION:</u>	N/A
<u>UNIT:</u>	N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to ensure the successful implementation of the curriculum of a primary school through effective management, professional leadership, and the supervision and monitoring of students, teachers and ancillary staff. Responsibilities include establishing, in collaboration with staff, procedures/systems for the physical safety of students and a healthy and secure environment which facilitates the learning process.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Certification in teaching as evidenced by the possession of a Teacher's Diploma or equivalent.
- In-service management training.
- Bachelor's Degree in Education (Education Administration and/or Curriculum) or equivalent.
- Sound management skills.
- Sound human relations skills.
- Sound communication skills.
- Sound skills in the observation and analysis of human behaviour.
- Sound planning and organising skills.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES (cont'd):

- Sound evaluation and measurement skills.
- Sound classroom management skills.
- Intermediate counselling skills.
- Basic computer skills.

LEARNED DISCIPLINES:

- Sound knowledge of school administration techniques.
- Sound knowledge of the Education Act and other relevant legislation.
- Sound knowledge of the general safety practices within the school.
- Sound knowledge of subjects on the primary school curriculum.
- Sound knowledge of the psychology of education.
- Sound knowledge of the principles and techniques of counselling.
- Working knowledge of the Public Service Commission Regulations, the Civil Service Regulations and the Public Service Commission Regulations as adopted by the Teaching Service Commission.
- Working knowledge of the Financial Regulations.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of the relevant computer applications.

EXPERIENCE:

Minimum of eight (8) years' experience as a certified teacher in a primary school, including at least three (3) years in school administration.

WORKING CONDITIONS:**Physical Environment and Hazards:**

Duties are performed in an environment in which the incumbents are exposed to:

- chalkdust (10%).

Physical Demand:

This job involves:

- walking to monitor the activities on the school compound (10%).

Special Conditions:

This job involves:

- encountering emotional and irate parents and students (10%).

JOB DESCRIPTION

REPORTING RELATIONSHIPS

REPORTS TO:

Schools Supervisor I

Nature of Supervision

Periodic supervision based on broad procedures (weekly).

SUPERVISION GIVEN TO:

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|--|--------|---|
| <ul style="list-style-type: none"> • Vice Principal (Primary)/
Senior Teacher | }
} | <p>Periodic supervision based on broad procedures.</p> |
| <ul style="list-style-type: none"> • Head of Department (Primary) • Teaching Staff | | <p>Periodic supervision based on detailed procedures.</p> |
| <ul style="list-style-type: none"> • Ancillary Staff | | <p>Close supervision based on standing instructions.</p> |

LIAISES WITH:

(Internally) Ministry /Department:

Head Office and Divisional Offices of the Ministry of Education

Nature of Contact

To request and provide information as required.

(Externally) Other Ministries & Statutory Authorities:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Ministry of Health | <p>To request and make arrangements for Medical Examination and immunisation students (termly).</p> |
| <ul style="list-style-type: none"> • Ministry of Works and Transport | <p>To request or make arrangements for repairs, refurbishment work (annually).</p> |
| <ul style="list-style-type: none"> • WASA/TTEC | <p>To request assistance as necessary
Re: provision of electricity and water.</p> |

(Externally) Private Sector & Members of the Public:

Nature of Contact

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|---|--|
| <ul style="list-style-type: none"> • Parents | <p>To receive and provide information on students' progress and other school matters (termly).</p> |
| <ul style="list-style-type: none"> • Private Firms/Organisations | <p>To request general assistance for school activities, donations, etc. (as required)</p> |
| <ul style="list-style-type: none"> • Parents/Teachers | <p>To attend meeting of parents and teachers in order to discuss/resolve problems relating to the school in general.</p> |

DUTIES & RESPONSIBILITIES:

1. Ensures the implementation of the approved primary school curriculum by:
 - professional leadership and guidance to teachers;
 - developing the stated programme of the school in collaboration with teachers, curriculum personnel and other relevant parties;
 - reviewing and approving the schemes of work, records and evaluation and lesson notes prepared by teachers to ensure conformity with class curriculum;
 - allocating special roles and classes to teachers;
 - approving the placement of students to classes as recommended by teachers;
 - reviewing test questions set by class teachers and monitoring evaluative procedures to ensure conformity with requirements of the curriculum;
 - monitoring and reviewing the implementation of the class curriculum by examining and monitoring teacher's records and evaluations and exercise books and report books;
 - ensuring the application of remedial and enrichment programmes as appropriate;
2. Manages the conduct of internal and national school examinations in accordance with predetermined guidelines.

DUTIES & RESPONSIBILITIES (cont'd):

3. Supervises the work of academic and non-academic staff. This function includes:
 - monitoring on a regular basis the performance of teachers in the classrooms and of non-academic staff;
 - conducting periodic assessment of students' learning;
 - appraising staff performance and completing performance appraisal reports;
 - counselling and assisting teachers, student teachers, and ancillary staff as necessary;
 - conducting regular staff meetings.
4. Establishes and maintains procedures for ensuring that a safe, productive and disciplined environment exists within the school which facilitates the educational and personal development of the students.
5. Reports on and discusses students' academic and behavioural problems with parents/guardians, and suggests remedial action, as necessary.
6. Establishes and monitors procedures for ensuring that school compound and buildings are in good repair and safe to use by:
 - co-ordinating and monitoring maintenance and repairs;
 - requisitioning and distributing cleaning materials to ancillary staff, and monitoring their use;
 - approving requisitions for and ensuring the proper use and safe storage of all school equipment and stock.
7. Ensures the preparation and maintenance of school records and statistical data for submission to the Ministry of Education, and to the School Board (where applicable).
8. Manages and accounts for the school's funds provided by the Ministry of Education; submits financial reports to the Ministry of Education and other supervisory bodies as required.
9. Establishes and maintains communication with individuals and key community organisations which can assist the school.

DUTIES & RESPONSIBILITIES (cont'd):

10. Co-ordinates the provision of administrative and other services to teachers and students involved in co-curricular activities.
11. Oversees the receipt and distribution of lunches provided by the School Feeding Programme.
12. Makes arrangements for students to be accompanied for medical attention as required.
13. Communicates and meets with the school's Parents/Teachers to advise and collaborate on school activities and other special events.
14. Teaches as required, in accordance with the approved curriculum through use of appropriate teaching methods, techniques and strategies such as lectures, discussions, demonstrations, selected audio/visual aids, group and individual work.
15. Performs other duties related to job function which may be assigned from time to time.

EQUIPMENT AND OR PROTECTIVE GEAR USED:

- Required to observe safety procedures in the operation of:
 - Audio visual equipment
 - Public Address System
 - Computer
- No protective gear required.

AUTHORITY TO:

- Suspend students in accordance with the Ministry of Education guidelines.
- Expend funds allocated to the school in accordance with policies laid down by the Ministry of Education.
- Grant time-off to staff.
- Assign teachers to perform various roles related to job function.
- Appraise staff performance and complete performance appraisal reports.
- Discuss performance problems and advise on ways to improve.
- Develop and modify school programmes.
- Make impromptu decisions e.g.: close school in emergency situations.
- Review and sign Scheme of Work and Record and Evaluation.
- Make recommendations in planning programmes.
- Make recommendations in disciplinary matters relating to teaching and ancillary staff.
- Prepare Monthly Returns/Term Reports/Statistical Returns.
- Hold staff meetings.
- Prescribe curricula, text books, etc. in keeping with the Ministry of Education's policy.
- Make recommendations for school meals, Social Welfare, etc.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- Adequate procedures are in place to ensure the implementation of the Curriculum and the school's programme.
- Adequate procedures are in place to ensure that examinations are conducted in accordance with established procedures.
- Adequate procedures are in place to ensure that duties performed by academic staff are in accordance with established guidelines/procedures.
- Proper procedures are in place for effective maintenance of security, physical plant and equipment.
- Records are maintained accurately and are completed and submitted within the given timeframe and in a manner stipulated by the Ministry of Education.
- Draft Estimates and other financial documents are prepared in accordance with established procedures/Financial Regulations and are submitted within a given timeframe.
- Funds are expended to the benefit of the school and in accordance with Financial Regulations.
- Teaching and other related activities conform to the approved curriculum for primary school.

This document is a true and accurate description of the position

SIGNATURES:

Incumbent/s _____ Date_____

Incumbent/s _____ Date_____

Supervisor _____ Date_____

Manager _____ Date_____

Chief Personnel Officer _____ Date_____

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