



TOBAGO HOUSE OF ASSEMBLY
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE:	CURRICULUM ASSOCIATE, ENGLISH/LANGUAGE ARTS
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JOB SUMMARY:

Professional work in the field of curriculum development, implementation and evaluation.

An employee in this class is responsible for planning and evaluation course content and structure in particular educational subject areas. Work involves preparation, development and modification of curriculum guides and programmes, advising on educational methods, procedures and practices and devising evaluation techniques. Work also involves some supervision of the implementation of the curricula and serving on inter-ministerial and other committees, preparing reports and liaising with various agencies for information. Work is performed with some degree of initiative and independent judgement under the direction of a superior and is reviewed through reports and discussion.

REPORT TO:	Curriculum Co-ordinator
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SUPERVISION GIVEN TO:	n/a
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DUTIES AND RESPONSIBILITIES:

- Plan course structure and content in particular educational subject areas.
- Prepares, develops, modifies tests and evaluates curriculum guides programmes and other curriculum materials.
- Advises teachers or educational methods, procedures and practices and on the use of texts.
- Devises evaluation techniques for use in the particular subject areas.
- Serves on inter-ministerial and other committees on matters related to educational policy and trends with particular reference to curricula matters.
- Arranges and conducts seminars for teachers as part of the implementation process in curriculum development and prepares reports as and when required on progress in the particular educational area and on the success of teaching methods used.
- Liaises with Teachers' Colleges and other institutions to ensure that their programmes are compatible with those at other levels in the education system.

- Conducts experiments and /or trials in order to obtain data for use in planning and developing curricula by visiting schools, working with teachers, students and other personnel for this purpose.
- Makes recommendations on the provision of equipment and other material required for successful curriculum implementation.
- Serves on committees responsible for the assessment of qualifications of persons seeking employment in the Teaching Service.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable knowledge of the country’s education system.
- Considerable knowledge of the subject areas (to which assigned).
- Considerable knowledge of the modern education theories, practices and teaching techniques.
- Knowledge of the principles and techniques of curriculum development.

SKILLS AND ABILITIES

- Ability to plan and organize teaching programmes and to devise attainment tests and evaluation techniques.
- Ability to express ideas clearly and concisely both orally and in writing.
- Ability to foster and maintain sound professional relationships in the teaching fraternity.

MINIMUM EXPERIENCE AND TRAINING:

- Considerable experience in the teaching service and training as evidenced by the possession of an approved degree from a recognized University and possession of professional teacher qualification; or any equivalent combination of experience and training