



<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Early Childhood Care and Education (ECCE) Manager</p>	
<p>JOB SUMMARY:</p> <p>An incumbent in this office is responsible for ensuring that all Early Childhood Care and Education (ECCE) students are provided with a positive learning environment and challenging academic standards to prepare them to be responsible citizens and lifelong learners. The incumbent coordinates the activities required to meet this aim.</p>	
<p>REPORTS TO:</p>	<p>Assistant Education Coordinator, School Supervision</p>
<p>SUPERVISION GIVEN TO:</p>	<p>ECCE Administrators, staff in the ECCE Unit</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Plan, coordinate and direct the activities of ECCE schools in Tobago. • Advise on the formulation of policy with regard to ECCE management. • Ensure that teaching staff in ECCE schools are professionally trained. • Set quality assurance compliance objectives and ensures that targets are achieved. • Measure, monitor and evaluate the performance of students and schools. • Provide guidance on curriculum enhancement with an emphasis on life skills. • Collect and analyse baseline data to inform planning. • Identify and implement standards for caregivers and managers in the private and public sectors. • Liaise with government ministries and agencies on matters related to proper ECCE management. • Serve on various committees, participate in meetings and submit reports on ECCE achievements as outlined in the Division's strategic plan. • Perform related duties as may be required. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Considerable knowledge of the education system in Trinidad and Tobago. • Considerable knowledge of ECCE requirements and management.
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Possesses strong team work ethics, with the ability to work with personnel at all levels in all departments. • Ability to establish and maintain quality assurance procedures.



	<ul style="list-style-type: none">• Ability to participate in the development of, and adherence to, high quality standards and goals.• Ability to perform complex and special projects independently.• Ability to provide input on potential problem areas and keep all levels of management informed.
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MINIMUM EXPERIENCE AND TRAINING:

<ul style="list-style-type: none">• Training as evidenced by the possession of a Master's Degree in Education with a specialisation in Administration or Student Development from a recognised University.• More than five (5) years experience as an administrator in education.
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<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Early Childhood Care and Education (ECCE) Teacher/Administrator</p>	
<p>JOB SUMMARY:</p> <p>Requires the incumbent to manage the operations of ECCE Centres in keeping with proper educational practices. The incumbent may be required at times to teach students in ECCE Centres in accordance with the approved curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.</p>	
<p>REPORTS TO:</p>	<p>ECCE Manager</p>
<p>SUPERVISION GIVEN TO:</p>	<p>ECCE Teacher, ECCE Assistant Teacher, ECCE Caretaker</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Assists with planning activities using a variety of material and equipment to improve Plans, coordinates and directs the operations of the ECCE centre. • Coordinates activities and attends to the personnel function, supervision of staff and other matters relating to the services offered at the ECCE centre. • Organizes and assists in conducting regular staff and PTA meetings, training and professional development sessions for staff. • Develops programmes to encourage and support family/community participation in the ECCE centre. • Liaises with the ECCE Unit of the Division of Education with regard to current trends in teaching/learning practices. • Serves on various NGO committees, to promote early childhood care and education. • Prepares performance appraisal reports on staff. • Assists in general duties as required from time to time to maintain the efficient operations of the ECCE centre. • Ability to communicate effectively with others both orally and in writing. • Ability to identify problems, determine information accuracy and relevance, generate and evaluate alternatives and make recommendations. • Ability to establish and maintain effective working relationships with others. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Sound knowledge of the theory and practice of early childhood education.



	<ul style="list-style-type: none"> • Sound knowledge of evaluation and measurement techniques. • Sound knowledge of modern methods, principles and techniques of teaching. • Sound knowledge of the philosophy and psychology of education. • Sound knowledge of the use and operation of tools, equipment/machinery in the subject area(s). • Sound knowledge of modern skills and techniques in the particular subject. • Working knowledge of safety practices specific to the teaching location. • Working knowledge of the principles and techniques of counselling. • Basic knowledge of the principles and practice of First Aid. • Basic knowledge of the Civil Service and Public Service rules and regulations. • Basic knowledge of the relevant computer applications.
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Sound evaluation and measurement skills. • Sound communication skills. • Sound human relation skills. • Sound planning and organizing skills. • Sound skills in the operation of tools and equipment pertinent to subject area taught. • Sound skills in the observation and analysis of students' behaviour. • Intermediate counselling skills. • Basic computer skills.
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> • Bachelor's Degree in Early Childhood Education. • Considerable knowledge and experience in the field of Early Childhood. • Minimum of eight (8) to ten (10) years' experience in the field of ECCE. • Experience and training in Curriculum Development and Implementation - ECCE. • Recognized Certificate in Administration and Management of ECCE. • A thorough understanding of the education system of Trinidad and Tobago with specific reference to ECCE. 	