|  |  |  |
| --- | --- | --- |
|  |  | |
| **JOB DESCRIPTION**  **CONTRACTUAL POSITION** | | |
| **JOB TITLE**: Early Childhood Care and Education (ECCE) Manager | | |
| **JOB SUMMARY**: | | |
| 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. | | |
| **REPORTS TO**: | | Assistant Education Coordinator, School Supervision |
| **SUPERVISION GIVEN TO**: | | ECCE Administrators, staff in the ECCE Unit |
| **DUTIES AND RESPONSIBILITIES**: | | |
| * 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. | | |
| **KNOWLEDGE, SKILLS AND ABILITIES**: | | |
| **KNOWLEDGE**: | | * Considerable knowledge of the education system in Trinidad and Tobago. * Considerable knowledge of ECCE requirements and management. |
| **SKILLS AND ABILITIES** | | * 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. * 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. |
| **MINIMUM EXPERIENCE AND TRAINING**: | | |
| * 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. | | |