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| **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.
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| **KNOWLEDGE, SKILLS AND ABILITIES**: |
| **KNOWLEDGE**: | * Considerable knowledge of the education system in Trinidad and Tobago.
* Considerable knowledge of ECCE requirements and management.
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| **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.
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| **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.
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