



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Curriculum Development Officer

MINISTRY: Education, Youth, Culture, Social and Library Services

DEPARTMENT: Education Department

LOCATION: Providenciales

JOB SUMMARY:

To coordinate the development, implementation and delivery and revision of Mainstream Education Curriculum, Technical and Vocational Curricula, Special Education Curricula, including Curricula for gifted students, and ensure that assessment procedures, consistent with the various curricula, are conducted and constantly monitored at both Primary and Secondary levels.

KEY DUTIES AND RESPONSIBILITIES:

- Liaises with school administrators to identify curricula needs, and plans to effect the necessary changes to the curricula
- Coordinates the development of curricula for any new or expected educational programs and revises curricula for existing programs for both primary and secondary levels.
- Coordinates the local adoption and purchase of textbooks to complement and revised or newly developed curricula.
- Closely monitors the implementation of newly revised or developed curricula and give guidance where difficulties may be experienced.
- Plans and directs staff development activities to meet teachers' needs, which may evolve as a result of any newly developed curricula.
- Constantly seeks to improve the quality of curricular offerings to address the needs of all children.
- Works constructively in securing staff involvement and support for the development and implementation of instructional changes.
- Organizes production and design of curriculum materials.
- Adheres to all Public Service codes, rules and regulations.
- Performs any other duty as may from time to time be delegated by the Director of Education.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A first degree in a specialized subject area.
- A Master's Degree in Curriculum Development.
- A minimum of three (3) years working in the field of curriculum.





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SALARY: \$64,986.00 per annum plus allowances

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 10%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates, a copy of the Passport photo page and Police Certificate/Record. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Successful applicants will work in accordance with the Public Service Ordinance.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

