



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:	Deputy Director
DEPARTMENT:	Special Education Needs Services
MINISTRY:	Education, Youth, Sports and Social Services
LOCATION:	Providenciales

JOB SUMMARY:

This is a professional position which has responsibility for providing operational leadership and oversight for the SEN treatment and assessment system while supporting the Director in the strategic management of the department. The Deputy Director will be based at the Special Needs Education Centre and will ensure the effective coordination of student assessments, implementation of Individual Education Plans (IEPs), collaboration with multidisciplinary professionals, and the continuous improvement of special education programs across the Turks and Caicos Islands.

TASKS AND RESPONSIBILITIES:

1. Provide oversight of all coordination functions across the Department of Special Education Needs Services.
2. Set priorities and approve plans for assessments team visits (schools, programmes, timelines).
3. Oversee the national system for student referrals, assessments, and recommendations for special education support.
4. Manage and coordinate the work of multidisciplinary professionals conducting student assessments.
5. Ensure the effective organization and scheduling of assessment rotations and specialist visits.
6. Facilitate consultation and feedback meetings between assessment professionals, schools, and parents.
7. Ensure assessment reports are completed, reviewed, and distributed in a timely and confidential manner.
8. Oversee the implementation and monitoring of Individual Education Plans (IEPs) in collaboration with schools and specialists.
9. Monitor follow-up reports and student progress in relation to assessment recommendations.





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10. Provide guidance, mentorship, and support to staff within the Special Education Needs Services department.
11. Support professional development and training for SENS staff, school administrators, and teachers (e.g., IEP, ASQ training).
12. Build and maintain partnerships with local, regional, and international stakeholders and agencies supporting special education.
13. Provide to the Managing Director of the Special Education Services Department, monthly updates on assessment activities and log of students that access assessment and intervention services.
14. Assist in the development and implementation of departmental policies, operational plans, and performance targets for special education services.
15. Support the Director in providing leadership, strategic direction, and continuous improvement of Special Education Needs Services across the Turks and Caicos Islands.
16. Performs any other related duties as assigned by the Managing Director of the Special Education Services Department.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Special Education, Psychology or a closely related field or equivalent; Knowledge of Special Need conditions are desirable; Special Education Teaching experience is preferred
- This position requires a minimum of five (5) years of comprehensive, progressive and directly related working experience in the field of special education needs and disabilities or a closely related field to respond effectively to the challenges of the job.

SALARY: \$75,363 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 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 and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police





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Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

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.

