



# MEMORANDUM

**MY REF:** STAFF/GEN/10/05/23 (09)

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional, Political Reform and Religious Affairs

**TO:** Chief Executive Officer, Ministry of Education, Culture, Science and Technology

**SUBJECT: INTERNAL VACANCY NOTICE –THREE (3) POSITIONS OF PRINCIPAL EDUCATION OFFICER, DISTRICT EDUCATION CENTER**

**DATE:** 26<sup>th</sup> January 2023

Applications are invited from suitably qualified persons in the Ministry of Education, Culture, Science and Technology to fill three (3) vacant positions of Principal Education Officer, District Education Centre, Ministry of Education Culture, Science and Technology at the following locations:

- Belize District Education Centre
- Corozal District Education Centre
- Toledo District Education Centre

**1. ACCOUNTABILITY OBJECTIVE:**

Responsible for the management of the District Education Centre and the supervision and monitoring of all institutions of learning throughout the district through the implementation of approved education policies and programmes and in accordance with the Education Act, and Education Rules.

**2. NATURE AND SCOPE:**

The Principal Education Officer has responsibility for the day-to-day effective oversight of schools in the administration of the National Curriculum, provides adequate support to ensure continuous improvement in the delivery of educational services at all levels in the local community through monitoring and evaluation of schools and maintaining effective means of communication with Principals, parents and the community. The incumbent serves as the Secretary to the District Education Council to ensure quality in the education system.

In fulfilling this role, the incumbent directs the implementation of approved policies, projects and programs, ensures that schools are in possession of necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction and leads in the development and implementation of improvement plans to ensure the achievement of the Education Department goals.

The Officer provides advice and guidance to principals on school administration matters and intervenes on matters which may negatively impact students or the general school operation, conducts constant monitoring and assessment of outcomes and the level to which set goals and objectives are being achieved, produces reports and makes recommendations for sound decision making and action to improve operational outcomes.

The incumbent supervises support staff within the District Centre and is expected to oversee their development in all the requisite specialist areas and must display the communication skills required to interact with senior and junior personnel within the District Centre, the wider Public Service as well as representatives of outside agencies and organizations to harness support from the community for the further development of the school.

### 3. ANALYSIS OF POSITION:

#### A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **MANAGES** the district Education Centre through monitoring and supervision of staff to ensure district objectives are met and oversee the supervision of instructions at all schools by ensuring Education Officer conducts school supervision at least once every term.
2. **PROVIDES** adequate and timely advice and guidance to principals on school administration and organization matters by maintaining appropriate dialogue and communicates education policies and statutory regulations governing the education system to all stakeholders.
3. **INTERVENES** on matters which may negatively impact teaching and learning, provides the necessary support to ensure quality in the school system.
4. **KEEPS** the Deputy Chief Education Officer up to date on school issues and makes recommendations for action to improve operational effectiveness.
5. **ASSISTS** schools in obtaining necessary curricula, curriculum materials and other documents including the distribution of textbooks and advises the Ministry on other schools needs essential to the planning and effective delivery of instruction, to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement.
6. **INITIATES**, organizes and assists with the development and delivery of appropriate capacity building in-service and orientation training programmes for principals and teachers to strengthen curriculum delivery competences.
7. **DEVELOPS**, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ensure that the District has a strategic focus that will assist in achieving the Ministry/Department's strategic goals.
8. **LEADS** in the alignment of Work Plans, School Improvement Plans and Termly/Yearly Supervision Schedule with Ministry of Education Strategic Plan for the achievement of strategic goals and objectives and ensures that the Academic and Non-academic Standards are met to enhance the curriculum delivery process.
9. **REVIEWS** school supervision reports and assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations to address weakness for school development and improvement.
10. **COORDINATES** the preparation of annual performance reviews of schools within the district through dialogue with principals and staff and submits reports to the Deputy Chief Education Officer in a timely manner for informed decision making.
11. **MAINTAINS** records of schools visits, termly reports and annual progress reports on the activities and submits to the Chief Education Officer for sound decision making and ensures the management of other relevant data.
12. **SERVES** as the Secretary of the District Education Council ensuring to keep minutes of meetings and that notices and agenda of meeting are given to members in a timely manner.

13. **WORKS** closely with other team members to prepare budget for district, for input into the Ministry's overall budgetary process, incorporating yearly activities in order to adopt a clear understanding of what the District intends to achieve.
14. **ESTABLISHES** and maintains good school and community relationships through the involvement of Parent Teacher Association and other stakeholders to harness support from the community for the further development of the schools.
15. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

**B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:**

Recognized Master's Degree in Educational Leadership, Educational Administration or such related disciplines.

**Plus**

Specialized Training in Management and Educational Leadership or Educational Administration, as well as Curriculum Development. Training in data interpretation and analysis, etc. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, charting, electronic form creation and related.

**Plus**

At least ten (10) years' post-degree experience working progressively with Management and Educational Leadership or Educational Administration. At least three years being in a position of deputy responsible charge. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

**C. CONDITIONS OF SERVICE:**

Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions which may be issued from time to time.

**D. REPORTING RESPONSIBILITY:**

First Reporting Officer: Deputy Chief Education Officer  
Second Reporting Officer: Chief Education Officer

**E. SALARY:**

Government of Belize pay scale 24 of \$42,000 x 1,644- \$73,236.00 per annum.

Interested persons are required to submit a complete application, through the Job search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than 10<sup>th</sup> February 2023.

The Chief Executive Officer, Ministry of Education, Culture Science and Technology is asked to bring the content of this memorandum to the attention of all interested persons in possession of the required qualification and have the aptitude for the post.



**ROLANDO ZETINA (MR.)**  
**CHIEF EXECUTIVE OFFICER**