

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Senior Special Education Teacher

MINISTRY/DEPARTMENT: Ministry of Education

DIVISION: Special Education

SECTION: N/A

UNIT: N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to perform professional and supervisory work in assisting with the management of a special education school and teaching general subjects comprising the curriculum of the institution. It also requires the incumbent to assist in the establishment and maintenance of effective systems for the supervision of the physical safety of students and the creation of a healthy, secure and safe environment.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Certification in Teaching as evidenced by the possession of a Teacher's Diploma or equivalent.
- In-Service training in Education Administration or equivalent.
- Certificate/Diploma in the area of Special Education pertinent to the school or equivalent.
- Sound human relations skills
- Sound communication skills.
- Sound classroom management skills.
- Sound evaluation and measurement skills.
- Sound skills in the assessment of special educational needs of student.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES: (cont'd)

- Sound planning and organizing skills.
- Sound skills in curriculum adaptation to suit specific special education needs.
- Sound skills in the observation and analysis of students' behaviour.
- Intermediate management skills.
- Intermediate counselling skills.
- Basic computer skills.

LEARNED DISCIPLINES:

- Sound knowledge of the subjects on the School Curriculum.
- Sound knowledge of the principles and techniques of counselling.
- Sound knowledge of the assessment of educational needs of students.
- Sound knowledge of the area of special education pertinent to the school.
- Sound knowledge of the philosophy and psychology of education and training.
- Working knowledge of principles, practices and techniques of teaching students with special education needs.
- Working knowledge of evaluation and measurement techniques.
- Working knowledge of principles and techniques of school administration.
- Working knowledge of the Education Act and other relevant legislation.
- Working knowledge of Financial Regulations.
- Working knowledge of Civil Service regulations.
- Working knowledge of the general safety practices within the school.
- Working knowledge of the principles and practice of First Aid.
- Basic knowledge of computer applications.

EXPERIENCE:

- Five (5) years as a certified special education teacher teaching in a specialized area(s) of Special Education.

WORKING CONDITIONS:**Physical Environment and Hazards:**

Duties are performed in an environment in which the incumbents are exposed to:

- chalkdust - (20%)
- noise - (0% - 80%)

Required to follow safety procedures and practices in using specialised equipment and dealing with special cases.

Physical Demand:

This incumbent may be required to:

- lift/move students and specialised equipment - 10%.
- walk (50%) talk (20% - 50%), bend (10% - 40%).
- restrain students - 5% - 20%

Use frequent hand/finger movements in:

- sign language 45% (where required).
- braille reading and preparation of texts - 45% (where required).
- mobility training (as required).

Special Conditions:

This job involves:

- cleaning and feeding students (0% - 20%).
- interacting with parents to deal with matters concerning students on a regular basis.

JOB DESCRIPTION

REPORTING RELATIONSHIPS

REPORTS TO:

- Principal (Special Education)

Nature of Supervision

Periodic supervision based on detailed procedures (weekly).

SUPERVISION GIVEN TO:

- Teaching Staff
- Non-teaching Staff

Close supervision based on detailed instructions.

Close supervision based on detailed/standing instructions.

LIAISES WITH:

(Internally) Ministry /Department:

- Head Office and divisional Offices of the Ministry of Education

Nature of Contact

To request and provide information (as required).

(Externally) Other Ministries & Statutory Authorities:

- Ministry of Health
- Ministry of Works and Transport
- Other Ministries/Departments

To request and make arrangements for medical examination of students, e.g. Immunization (termly).

To request and make arrangements for repairs, refurbishment work (as required).

To request information and general assistance (as required).

<u>(Externally) Private Sector and Members of the Public:</u>	<u>Nature of Contact</u>
• Private Firms/Organizations	To request general assistance for school activities, donations, etc. (termly).
• Parents/Teachers	To attend meetings of parents and teachers in order to discuss/resolve problems relating to the school in general.
• Parents	To receive and provide information on students' welfare, progress and other school matters (as the need arises).

DUTIES & RESPONSIBILITIES:

1. Assists the Principal in the planning and administration of a programme of teaching and curriculum-related activities which include:
 - reviewing and approving individualized educational plans and individualized behavioural modification programmes (where required) to ensure conformity with the school's curriculum;
 - preparing a calendar of co-curricular activities for the school year;
 - monitoring teachers' attendance on a daily basis, recommending requests for leave of absence and approving time-off by teachers to ensure adequate level of supervision and instruction for students;
 - ensuring that teachers complete class registers;
 - communicating and meeting with staff and Principal on both individual and on a group basis;
 - encouraging the development of co-curricular activities.

DUTIES AND RESPONSIBILITIES CONT'D.

2. Performs administrative tasks such as:
 - preparing periodically statistical returns of attendance and punctuality for transmission to the Ministry of Education;
 - recommending the grant of casual and sick leave for non-teaching civil service staff;
 - monitoring the preparation of invoice orders and signing them;
 - assisting in the preparation of the school's financial reports.
3. Supervises and monitors students adherence to disciplinary standards established in the school community by:
 - resolving problems between/among students;
 - disciplining and counselling students;
 - receiving and granting students' requests for short-term absences from schools;
 - discussing students' academic and behavioural development with teachers and parents/guardians and advising on remedial action, where necessary.
4. Supervises the receipt and distribution of lunches to students provided by the School Feeding Programme.
5. Plans and delivers a programme of learning activities in one or more subjects for assigned students in accordance with established curriculum. This includes:
 - preparing lessons by researching subject materials;
 - preparing charts, diagrams and other general teaching aids;
 - using methods, techniques and strategies such as lectures, discussions, demonstrations selected audio-visual aids, group and individual work;
 - preparing, administering and marking tests, projects and assignments completed by pupils in order to evaluate their progress;
 - preparing and delivering instruction and giving guidance to improve students' performance where progress is below the required standard.

DUTIES AND RESPONSIBILITIES CONT'D.

6. Makes visits to schools to:
 - sensitize teachers on the methods, techniques and strategies of special education;
 - discuss with the school administration and other teachers the integration process and needs of special education students entering mainstream schools;
 - monitor the progress of the special students in the mainstream schools.
7. Communicates and meets with school's parents and teachers to advise and collaborate on school activities and other special events.
8. Assumes full responsibility for the management of the school in the absence of the Principal.
9. Serves as a resource person in the area of special education at seminars and workshops for government institutions/agencies.
10. Co-ordinates the provision of administrative and other services to teachers and students involved in co-curricular activities.
11. Performs other duties related to job function which may be assigned from time to time.

EQUIPMENT AND/OR PROTECTIVE GEAR USED:

Required to use equipment such as:

- Public Address System.
- Audio Visual Equipment.
- Computer.
- Protective gear/equipment and/or small appliances/apparatus relevant to specialised subject area.

AUTHORITY TO:

- Sign documents for receipt of deliveries to school.
- Review and sign teachers' weekly records and evaluation.
- Make log entries in the absence of the Principal.
- Make recommendations in disciplinary matters relating to teaching and ancillary staff.
- Discipline students within stated limits.
- Authorise payments and authenticate school documents.
- Assign teachers to classes in the absence of Principal
- Allow time-off to teachers.
- Appraise staff performance and complete staff reports.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- Supervised staff perform their duties in accordance with established procedures and policies laid down by the Principal and the Ministry of Education.
- Records are maintained accurately, and are completed within the time-frame and in the manner stipulated by the Principal and the Ministry of Education.
- Students perform in accordance with standards laid down by the Ministry of Education and the school.
- Harmonious relationships among members of the school community are maintained.
- Curricular and co-curricular activities produce the results required.
- A safe and healthy environment conducive to learning exists.
- Counselling is provided to students as required.