

District	School	School Type
St. Patrick Education District	<ul style="list-style-type: none"> • Fyzabad Anglican Secondary School • Point Fortin East Secondary School • Point Fortin West Secondary School • Siparia West Secondary School 	<ul style="list-style-type: none"> • Board • Government • Government • Government
South Eastern Education District	<ul style="list-style-type: none"> • Cowen Hamilton Secondary School • St. Stephen's College • Barrackpore West Secondary School • Princes Town East Secondary School • Tableland Secondary School • Moruga Secondary School • Mayaro Secondary School 	<ul style="list-style-type: none"> • Board • Board • Government • Government • Government • Government
Victoria Education District	<ul style="list-style-type: none"> • ASJA Girls College, San Fernando • Ste Madeleine Secondary School • Marabella North Secondary School (2 posts) • Marabella South Secondary School • Pleasantville Secondary School (2 posts) • Union Claxton Bay Secondary School 	<ul style="list-style-type: none"> • Board • Government • Government • Government • Government • Government

2. **JOB SUMMARY**

This job requires the incumbent to assist the Principal (Secondary) either in the successful implementation of the Curriculum at the secondary school or in Administration.

3. **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

- Five (5) years teaching experience after obtaining the postgraduate Diploma in Education or equivalent including two (2) years in school administration.
 - Bachelor's Degree in specialty subject area from a recognized University.
 - Certification in Teaching as evidenced by the possession of a Diploma in Education or equivalent.
 - In service training (three weeks) in Education Administration or equivalent.
4. Copies of the detailed Job Description for the office of Vice Principal (Secondary) (Grade 7) are available at Secondary Schools, Education District Offices, and the Ministry of Education's Website.

5. **PROCEDURES FOR SUBMITTING APPLICATIONS**

Applications for the above office should be completed and submitted via the use of an Online Application Form for promotion to Administrative Offices in the Teaching Service no later than **Friday 16 September, 2022 at 12:00 Noon.**

- a. Under cover of Circular memorandum, No 18 dated 16th October 2019: a Manual pertaining to the use of the Online Application was issued to schools and is also available on the Ministry's Website for your perusal and guidance.
- b. This online application form must only be processed through the applicant's officially assigned Ministry of Education email address.

- c. Schools Supervisor and Principals are advised that Special Report Forms can only be uploaded through their official Ministry of Education email address.
- d. Principals and Schools Supervisors are to ensure that all application forms are accompanied by the **Special Report**, which must be completed, signed, dated and submitted on or before **Friday 30 September, 2022**.
- e. Applicants, Principals and Schools Supervisors are to note that because of the nature of this online system, application and special report forms will not be accessed beyond the stipulated deadline dates.
- f. The Schools' Supervisor for each Education District is required to submit '**School Profile**' for the Schools identified in this Circular on or before **Friday 30 September, 2022**.
6. **At the closing date of this Circular Memorandum, all aspiring applicants must satisfy the requirements for the vacant offices mentioned.**
7. **Please note that the names of the successful applicants who are not immediately placed in the position would be listed on an Order of Merit List which is valid for one year.**
8. **Principals are required to bring this Circular Memorandum to the attention of all members of staff.**
9. Click [here](#) for the online application form. Please use the officially assigned Ministry of Education email address.
10. **INCOMPLETE AND UNSUITABLE APPLICATIONS**

Applications submitted without the following supporting documents/missing information will be deemed incomplete and unsuitable:

- Applications not processed through the applicant's officially assigned Ministry of Education email address
- Copy of National Identification Card
- Copy of Birth Certificate (Affidavits where applicable)
- Copy of Marriage Certificate
- Legible and clearly printed copies of:
 - Relevant academic qualifications
 - Documentation showing proof of citizenship (if not born in Trinidad and Tobago)
 - Documentation from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad
 - Detailed information and relevant experience as it pertains to the office advertised

S. Coode

/f/ Permanent Secretary
Ministry of Education

cc: Director of Personnel Administration
(Teaching Service Commission)

Chief Administrator
Tobago House of Assembly

Chief Education Officer

Director of Schools Supervision

All Schools' Supervisors

General Secretary
Trinidad and Tobago Unified Teachers' Association

Association of Principals of Secondary Schools

Association of Principals of Assisted Secondary Schools

Denominational Boards of Management

- Anglican Board of Management
- Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A) Education Board
- Baptist Board of Management
- Bishop Anstey High School Board of Management
- Board of Education, St. Stephen's College
- Board of Governors of Trinity College
- Catholic Education Board of Management
- Cluny Central Board of Management
- Dominican Sisters' Board of Management
- Education Board of Management, St. Joseph's Convent, San Fernando
- Fyzabad Anglican Secondary School Education Board of Management
- Holy Faith Sisters Secondary Schools Board of Management
- Holy Ghost Fathers Board of Management
- Sanatan Dharma Maha Sabha (S.D.M.S) Board of Management
- SWAHA Education Board of Management
- The Board of Management, Miracle Ministries Pentecostal High School
- The Catholic Community of Our Lady of Lourdes & Our Lady of Guadalupe Board of Management