VACANCY FOR DISTRICT SUPERINTENDENT, SCALE SED1
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of District Superintendent, Scale SED1, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) five (5) years administrative experience as Principal Grade ‘A’ Secondary School, Scale S1; OR
   b) five (5) years administrative experience as Principal Grade ‘A’ Primary School, Scale S2; OR
   c) eight (8) years administrative experience as Principal Central Secondary School, Scale S3; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Serve as the Chief Administrator of the school district and the Principal Advisor on district matters to the Ministry of Education;
- Ensure that all aspects of the school district operations comply with the Ministry of Education’s policies and regulations;
- Have a high level of administrative competence, interpersonal, organizational and communication skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools; and
- Be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Advising School Administrators on all aspects of school organization and supervision;
- Evaluating district needs and recommending an action plan, inclusive of goals, objectives and priorities to the Ministry of Education;
- Ensuring implementation of all Ministry of Education approved curricula, including mandated programmes and assessment procedures;
- Overseeing school facility management, the maintenance of the physical plant and ensuring the efficient use of district resources in the daily operations of schools;
- Organizing further educational programmes by liaising with tertiary institutions at home and abroad;
- Facilitating purchase, delivery and distribution of supplies and equipment;
- Liaising with relevant persons to ensure efficient and effective management of the district;
- Coordinating professional development of staff (including school administrators), evaluating staff performance and developing guidelines for improved monitoring of the instructional programme; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale SED1 - $43,800 x 700 - $55,700 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR DISTRICT EDUCATION OFFICER, SCALE ED5
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of District Education Officer, Scale ED5, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator; and
4. A minimum of:
   a) five (5) years administrative experience as Vice Principal Grade ‘A’ Secondary School, Scale S4;
   OR
   b) five (5) years administrative experience as Vice Principal Grade ‘A’ Primary School, Scale S5;
   OR
   c) eight (8) years administrative experience as Vice Principal Central Secondary School, Scale S6; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Serve as assistant to the Chief Administrator of the school district and the Principal Advisor on district matters to the Ministry / Department of Education;
- Ensure that all aspects of the school district operations comply with the Ministry of Education’s policies and regulations;
- Have a high level of administrative competence, interpersonal, organizational and communication skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools; and
- Be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Coordinating the registration of students for feeder schools within the district;
- Supervising district intervention programmes for students suspended from mainstream schools in the district;
- Assisting with monitoring curriculum implementation;
- Coordinating professional development activities for school administrators teaching and support staff within the district;
- Overseeing data collection at the District level;
• Supervising the activities of the Department of Education’s established Evening Institutes, After-School Programmes, including Sports activities, and the Career Interest Inventory within the district;

• Giving oversight to Posts of Responsibility for Teachers and School Administrators within the district;

• Liaising with relevant persons to ensure efficient and effective management of the district;

• Coordinating the work of Senior and Master Teachers within the district, ensuring their production of portfolios and continuation of local research; and

• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale ED5 - $41,450 x $700 – $53,350 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR ASSISTANT DIRECTOR OF EDUCATION  
(SCHOOLS MANAGEMENT), SCALE ED4  
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Assistant Director of Education (Schools Management), Scale ED4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:
1. A Master’s Degree in Education, with a concentration in educational administration / supervision / management;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator; and
4. A minimum of:
   a) five (5) years excellent administrative experience as Principal Grade ‘A’ Secondary School, Scale S1; OR
   b) five (5) years excellent administrative experience as Principal Grade ‘A’ Primary School, Scale S2; OR
   c) eight (8) years excellent administrative experience as Principal Central Secondary School, Scale S3; OR
   d) five (5) years supervisory experience as a Senior Education Officer in Schools Management, Scale SED3.

The successful candidate will be expected to:
- Have a general knowledge and understanding of school operations;
- Initiate, plan, develop and oversee systems, policies and procedures that ensure the delivery of quality education;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;

Specific duties of the post include:
- Liaising with District Superintendents and School Administrators so as to assist the Deputy Directors of Education with the recruitment, deployment and posting of teachers and school administrators;
-Facilitating and conducting professional development activities for School Administrators;
- Liaising with School Administrators; School Boards; PTAs, government and non-government organizations, to ensure that teacher and student performances are maximized.
- Assisting Deputy Director of Education with the preparation of monthly, quarterly and annual reports, including budget submissions, as mandated;
- Procuring general supplies for schools as well as divisions, sections and units at the Central Office;
• Responding effectively, efficiently and expeditiously to student misconduct, staff unrest and/or parental dissatisfaction, as they relate to school operations, administrative competence, teacher performance and student achievement;
• Collaborating with officers in the Department of Education, responsible for the delivery of education at all grade levels;
• Conducting and sharing research on current trends in educational management/administration; and
• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale ED4 - $43, 950 x $700 – $55, 850 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR ASSISTANT DIRECTOR OF EDUCATION (SPECIAL SERVICES), SCALE ED4
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Assistant Director of Education (Special Services), Scale ED4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Master’s Degree in Special Education;
2. Professional Qualification in Speech Pathology, Audiology, Psychology, Guidance Counselling or a Special Education area of specialization, from an approved institute;
3. A minimum of ten (10) years experience as a Trained Special Education Teacher, Senior Education Officer [Special Education]; Speech Language Pathologist II, Audiologist II, School Psychologist II or Guidance Counsellor II; and
4. A minimum of five (5) years supervisory experience as a Special Education Officer, Senior Guidance Counselor, Senior School Psychologist, Senior Speech Language Pathologist or Senior Audiologist.

The successful candidate will be expected to:

- Have a general knowledge and understanding of the wide spectrum of Special Education services;
- Possess a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Have worked with Special Education students with disabilities and/or behavioural disorders.

Specific duties of the post include:

- Evaluating and assessing officers under his/her purview;
- Implementing procedures to identify and monitor students with Special Education needs, at all grade levels;
- Providing Special Education students with intervention strategies that improve or correct their learning, emotional, or physical disabilities and/or behavioural disorders;
- Consulting with Administrators, Guidance Counsellors, Teachers, Parents, Community Agencies, and other relevant individuals or agencies, regarding the provision of remediation for Special Education students;
- Procuring and designing resources to aid staff in accomplishing programme goals;
- Advising on the implementation of national policies, as they relate to the education of Special Education students;
- Assisting with the writing of policies that will improve the delivery of education to Special Education students;
- Producing quarterly and annual reports and preparing budget submissions for the section, as mandated;
- Representing the Department /Ministry of Education at local and international educational events, as required;
Collaborating with officers in the Department of Education, responsible for the delivery of traditional forms of education;

Conducting and sharing research on current trends in the identification and education of Special Education students; and

Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale ED4 - $43,950 x $700 – $55,850 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR ASSISTANT DIRECTOR OF EDUCATION
(STUDENT DEVELOPMENT), SCALE ED4
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Assistant Director of Education (Student Development), Scale ED4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Master’s Degree in Education;
2. Professional Teaching Qualification in the area of specialization from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator; and
4. A minimum of five (5) years supervisory experience as a Senior Education Officer or District Education Officer.

The successful candidate will be expected to:

- Have a general knowledge and understanding of the various disciplines represented at all grade levels;
- Possess a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be familiar or have experience with the Bahamian juvenile judicial system.

Specific duties of the post include:

- Evaluating and assessing officers under his/her purview;
- Implementing procedures to identify and monitor at-risk students at all grade levels;
- Providing students in at-risk situations with alternative course work through curriculum modification at all grade levels;
- Consulting with Parents, Administrators, Guidance Counsellors, Teachers, Community Agencies, and other relevant individuals, regarding remediation for at-risk students;
- Working closely with data collection and processing units in the Department, to collect, process, and distribute data on at-risk students and interpret the data for administrative, behaviour modification and instructional purposes;
- Procuring and designing resources to aid staff in accomplishing programme goals;
- Advising on the implementation of national policies, as they relate to the education of at-risk students;
- Assisting with the writing of policies that will improve the delivery of education to at-risk students;
- Producing quarterly and annual reports and preparing budget submissions for the section, as mandated;
- Representing the Department /Ministry of Education at local and international educational events, as required;
Collaborating with officers in the Department of Education, responsible for the delivery of traditional forms of education;

Conducting and sharing research on current trends in the identification and education of at-risk students; and

Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale ED4 - $43,950 x $700 – $55,850 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Assistant Director of Education (Primary Curriculum), Scale ED4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Master’s Degree in Education;
2. Professional Teaching Qualification in the area of specialization from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator; and
4. A minimum of five (5) years supervisory experience as a Senior Education Officer.

The successful candidate will be expected to:

- Have a general knowledge and understanding of the various disciplines represented in the specific section;
- Possess a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Have demonstrated the ability to effectively and efficiently plan, develop, monitor and evaluate the implementation of instructional programmes within the specific section.

Specific duties of the post include:

- Evaluating and assessing officers under his/her purview;
- Overseeing the design and/or revision of curriculum documents in the various disciplines represented in the specific section;
- Assisting the Deputy Director of Education (Curriculum) with the preparation of monthly, quarterly and annual reports, including budget submissions, as mandated;
- Liaising with the Professional Development Sections, District Superintendents and other government and non-government agencies, on matters related to staff development;
- Liaising with the School of Education, University of The Bahamas, on matters related to staff development;
- Initiating, planning and implementing programmes to improve the quality of education
- Monitoring, evaluating and reporting on teacher and student performances and the effectiveness of instructional programmes;
- Advising on the implementation of national policies, as they relate to education;
- Assisting with the writing of policies that will improve the delivery of education;
- Representing the Department /Ministry of Education at local and international educational events, as required;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
• Conducting and sharing research on current trends in primary school education and curriculum design; and

• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale ED4 - $43,950 x $700 – $55,850 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR ASSISTANT DIRECTOR OF EDUCATION (PRE-PRIMARY), SCALE ED4
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Assistant Director of Education (Pre-Primary), Scale ED4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:
1. A Master’s Degree in Education;
2. Professional Teaching Qualification in the area of specialization from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator; and
4. A minimum of five (5) years supervisory experience as a Senior Education Officer.

The successful candidate will be expected to:
- Have a general knowledge and understanding of Pre-Primary Education;
- Possess a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Have demonstrated the ability to effectively and efficiently plan, develop, monitor and evaluate the implementation of Pre-Primary instructional programmes.

Specific duties of the post include:
- Evaluating and assessing officers under his/her purview;
- Overseeing the design and/or revision of Pre-Primary curriculum documents;
- Assisting the Deputy Director of Education (Curriculum) with the preparation of monthly, quarterly and annual reports, including budget submissions, as mandated;
- Liaising with the Professional Development Sections, District Superintendents and other government and non-government agencies, on matters related to staff development;
- Liaising with the School of Education, University of The Bahamas, on matters related to staff development;
- Initiating, planning and implementing programmes to improve the quality of education;
- Monitoring, evaluating and reporting on teacher and student performances and the effectiveness of instructional programmes;
- Advising on the implementation of national policies, as they relate to Pre-Primary Education;
- Assisting with the writing of policies that will improve the delivery of Pre-Primary Education;
- Representing the Department /Ministry of Education at local and international educational events, as required;
- Collaborating with officers in the Department of Education, responsible for the delivery of primary school education;
• Conducting and sharing research on current trends in Pre-Primary Education, as well as educational management/administration; and

• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale ED4 - $43, 950 x $700 – $55, 850 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER  
(Visual Arts), Scale SED6  
Department of Education, Ministry of Education

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Visual Arts), Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree in Fine Arts/Visual Arts/Applied Arts;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:

- Supervise the design and/or revision of curriculum documents in the subject area;
- Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

Specific duties of the post include:

- Designing and/or revising curriculum documents in the subject area;
- Ensuring the implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Visual Arts;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Conducting and sharing research on current trends in education, both subject-specific and general; and
Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER
(MODERN LANGUAGES), SCALE SED6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Modern Languages), Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree in Spanish and/or French;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:

- Supervise the design and/or revision of curriculum documents in the subject area;
- Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

Specific duties of the post include:

- Designing and/or revising curriculum documents in the subject area;
- Ensuring implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Spanish and/or French;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Conducting and sharing research on current trends in education, both subject-specific and general; and
• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale SED6 - $35, 400 x $700 – $45, 900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER
(TECHNICAL STUDIES), SCALE SED6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Technical Studies), Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree in Technical Studies;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:

- Supervise the design and/or revision of curriculum documents in the subject area;
- Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

Specific duties of the post include:

- Designing and/or revising curriculum documents in the subject area;
- Ensuring the implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Technical Studies;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Conducting and sharing research on current trends in education, both subject-specific and general; and
- Completing any other related duties that may be assigned by the Director of Education.
The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales)

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included.

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of **Education Officer (Religious Studies), Secondary Schools, Scale SED6**, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

**Requirements for the post:**

1. A Bachelor’s Degree in Religious Studies;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

**The successful candidate will be expected to:**

- Supervise the design and/or revision of curriculum documents in the subject area;
- Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

**Specific duties of the post include:**

- Designing and/or revising curriculum documents in the subject area;
- Ensuring implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Religious Studies;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with Officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Conducting and sharing research on current trends in education, both subject-specific and general; and
- Completing any other related duties that may be assigned by the Director of Education.
The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER (PHYSICAL EDUCATION), SECONDARY SCHOOLS, SCALE SED6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Physical Education), Secondary Schools, Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree in Physical Education;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:

- Supervise the design and/or revision of curriculum documents in the subject area;
- Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

Specific duties of the post include:

- Designing and/or revising curriculum documents in the subject area;
- Ensuring implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Physical Education;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Conducting and sharing research on current trends in education, both subject-specific and general; and
- Completing any other related duties that may be assigned by the Director of Education.
The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

1. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;
2. certified copies of all academic and professional documents (see requirements for the post); and
3. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER (SCIENCE), SECONDARY SCHOOLS, SCALE SED6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Science), Secondary Schools, Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree in a Pure Science subject;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:

• Supervise the design and/or revision of curriculum documents in the subject area;
• Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
• Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
• Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

Specific duties of the post include:

• Designing and/or revising curriculum documents in the subject area;
• Ensuring implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
• Facilitating and conducting professional development activities for Teachers of Science subjects, Secondary Schools;
• Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
• Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
• Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
• Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
• Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
• Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
• Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
• Conducting and sharing research on current trends in education, both subject-specific and general; and
• Completing any other related duties that may be assigned by the Director of Education.
The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of **Education Officer (Pre-Primary)**, Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

**Requirements for the post:**

1. A Bachelor’s Degree in Education, with specialization in Pre-Primary or Early Childhood Education;
2. Professional Teaching Qualification in the area of Pre-Primary or Early Childhood Education, from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

**The successful candidate will be expected to:**

- Supervise the design and/or revision of curriculum documents for Pre-Primary Education;
- Initiate, plan, develop and implement programmes of study to deliver quality education in the subject area;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

**Specific duties of the post include:**

- Designing and/or revising curriculum documents for Pre-Primary Education;
- Ensuring implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Pre-Primary Education;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
• Conducting and sharing research on current trends in education, both subject-specific and general; and
• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER
(CURRICULUM ENHANCEMENT), SCALE SED6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Curriculum Enhancement), Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree in Education;
2. Professional Teaching Qualification in the area of education or youth work from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:

- Provide enrichment activities for Pre-Primary, Primary and Secondary School students;
- Initiate, plan, develop and implement sports, academic, work placement and other curriculum enhancement activities;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, motivating students and creating conducive extra-curricular learning environments for students.

Specific duties of the post include:

- Partnering with curriculum staff to organize, and sometimes lead, academic and promotional activities;
- Ensuring that all enhancement programmes and activities are aligned with the Ministry/Department of Education’s approved curricula;
- Facilitating and conducting professional development activities for leaders of Curriculum Enhancement programmes;
- Coordinating the participation of students in organized competitions, both nationally and internationally;
- Liaising with District Superintendents and School Administrators on the organization of competitions;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Ensuring that all trips and enrichment activities are organized in accordance with Ministry/Department of Education policies and agreed safety codes including completing all the necessary parent release forms and risk assessments, et cetera, relative to the agreed enrichment delivery; and
- Compiling and distributing information for Students, Teachers and School Administrators, on the wide range of enrichment activities available;
Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR EDUCATION OFFICER
(EARLY CHILDHOOD EDUCATION - GRAND BAHAMA), SCALE SED6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Education Officer (Early Childhood Education – Grand Bahama), Scale SED6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:
1. A Bachelor’s Degree in Education, with specialization in Pre-Primary/Pre-School Education or Early Childhood Education;
2. Professional Teaching Qualification in the area of specialization from an approved institute; and
3. A minimum of ten (10) years experience as a Trained Teacher or School Administrator.

The successful candidate will be expected to:
- Assist with the design and/or revision of curriculum documents for Pre-Primary and Lower Primary School students;
- Initiate, plan, develop and implement programmes of study to deliver quality education;
- Have a high level of administrative competence, interpersonal, organizational, writing and oral skills and be a strong team motivator;
- Be committed to improving the quality of education, evaluating students’ progress and creating a conducive learning environment in district schools.

Specific duties of the post include:
- Assisting with the design and/or revision of curriculum documents for Pre-Primary and Lower-Primary Schools;
- Ensuring that the curricula and instructional programmes in Grand Bahama schools are the same as those in schools in New Providence and the Family Islands;
- Ensuring implementation of all Ministry/Department of Education approved curricula, including mandated programmes and assessment procedures;
- Facilitating and conducting professional development activities for Teachers of Pre-Primary and Lower Primary grades/students;
- Monitoring and advising on teachers’ delivery of curriculum content and skills and students’ performances;
- Coordinating the production and selection of indigenous and curriculum-based instructional materials for the subject area;
- Producing monthly, quarterly and annual reports, including budget submissions, as mandated by supervisors in the Department of Education;
- Liaising with District Superintendents and School Administrators on recruitment and deployment of staff;
- Ensuring that tuition materials are requisitioned and distributed to schools at the beginning of each school year;
- Liaising with the University of The Bahamas on pre-service training programmes in the subject area;
- Collaborating with officers in the Department of Education, responsible for the delivery of other levels and forms of education;
- Conducting and sharing research on current trends in education; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale SED6 - $35,400 x $700 – $45,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR PRINCIPAL
GRADE ‘A’ SECONDARY SCHOOL, SCALE S1
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Principal, Grade “A” Secondary School, Scale S1, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator;
4. A minimum of three (3) years excellent administrative experience as Vice Principal Grade ‘A’ Secondary School, Scale S4; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be:

- Assume professional and administrative leadership of the school, with particular emphasis on promoting and supervising activities;
- Be responsible for implementing and managing the policies, regulations and procedures of the Ministry of Education, to ensure a safe, child-centred learning environment;
- Work collaboratively to maintain effective school/community relationships;
- Have excellent leadership, organizational and communication skills and the ability to motivate staff;
- Have extensive experience in scheduling, programme development and evaluation procedures;

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Leading the development, implementation and evaluation of all school programmes and activities;
- Providing and supervising an effective discipline system;
- Communicating with the Superintendent regularly about the needs, successes and general operation of the school;
- Establishing and promoting high standards and expectations for all staff and students, for academic performance and responsible behaviour;
- Supervising instructional programmes of the school, ensuring that they address students’ needs, interests and skill levels;
- Overseeing financial and personnel management, procurement and distribution of resource materials and the maintenance of healthy and safe facilities; and
• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S1 - $41,800 x 700 – $53,700 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR PRINCIPAL
GRADE ‘A’ PRIMARY SCHOOL, SCALE S2
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Principal, Grade “A” Primary School, Scale S2, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) three (3) years excellent administrative experience as Principal Grade ‘B’ Primary School, Scale S4;
   OR
   b) three (3) years excellent administrative experience as Vice Principal Grade ‘A’ Primary School, Scale S5; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Assume professional and administrative leadership of the school, with particular emphasis on promoting and supervising activities;
- Be responsible for implementing and managing the policies, regulations and procedures of the Ministry of Education, to ensure a safe, child-centred learning environment;
- Work collaboratively to maintain effective school/community relationships;
- Have excellent leadership, organizational and communication skills and the ability to motivate staff;
- Have extensive experience in scheduling, programme development and evaluation procedures.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Leading the development, implementation and evaluation of all school programmes and activities;
- Providing and supervising an effective discipline system;
- Communicating with the Superintendent regularly about the needs, successes and general operation of the school;
- Establishing and promoting high standards and expectations for all staff and students, for academic performance and responsible behaviour;
- Supervising instructional programmes of the school, ensuring that they address students’ needs, interests and skill levels;
- Overseeing financial and personnel management, procurement and distribution of resource materials and the maintenance of healthy and safe facilities; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S2 - $39,800 x $700 – $51,700 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR PRINCIPAL
GRADE ‘B’ PRIMARY SCHOOL, SCALE S4
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Principal, Grade “B” Primary School, Scale S4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) three (3) years excellent administrative experience as Vice Principal Grade ‘A’ Primary School, Scale S5;
   OR
   b) three (3) years excellent administrative experience as Vice Principal Grade ‘B’ Primary School, Scale S6; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Assume professional and administrative leadership of the school, with particular emphasis on promoting and supervising activities;
- Be responsible for implementing and managing the policies, regulations and procedures of the Ministry of Education, to ensure a safe, child-centred learning environment;
- Work collaboratively to maintain effective school/community relationships;
- Have excellent leadership, organizational and communication skills and the ability to motivate staff;
- Have extensive experience in scheduling, programme development and evaluation procedures.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Leading the development, implementation and evaluation of all school programmes and activities;
- Providing and supervising an effective discipline system;
- Communicating with the Superintendent regularly about the needs, successes and general operation of the school;
- Establishing and promoting high standards and expectations for all staff and students, for academic performance and responsible behaviour;
- Supervising instructional programmes of the school, ensuring that they address students’ needs, interests and skill levels;
- Overseeing financial and personnel management, procurement and distribution of resource materials and the maintenance of healthy and safe facilities; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S4 - $37,800 x $700 – $49,000 per annum (July 2016 Salary Scales).

Documents to be submitted are:

  i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;
  ii. certified copies of all academic and professional documents (see requirements for the post); and
  iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR PRINCIPAL
GRADE ‘C’ PRIMARY SCHOOL, SCALE S6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Principal, Grade “C” Primary School, Scale S6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) three (3) years excellent administrative experience as Principal Grade ‘D’ Primary School, Scale S9;
   OR
   b) three (3) years excellent administrative experience as Vice Principal Grade ‘C’ Primary School, Scale S9;
   OR
   c) three (3) years excellent administrative experience as Senior Master/Mistress Primary School, Scale S9; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Assume professional and administrative leadership of the school, with particular emphasis on promoting and supervising activities;
- Be responsible for implementing and managing the policies, regulations and procedures of the Ministry of Education, to ensure a safe, child-centered learning environment;
- Work collaboratively to maintain effective school/community relationships;
- Have excellent leadership, organizational and communication skills and the ability to motivate staff;
- Have extensive experience in scheduling, programme development and evaluation procedures.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Leading the development, Implementation and evaluation of all school programmes and activities;
- Providing and supervising an effective discipline system;
- Communicating with the Superintendent regularly about the needs, successes and general operation of the school;
• Establishing and promoting high standards and expectations for all staff and students, for academic performance and responsible behaviour;

• Supervising instructional programmes of the school, ensuring that they address students’ needs, interests and skill levels;

• Overseeing financial and personnel management, procurement and distribution of resource materials and the maintenance of healthy and safe facilities; and

• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S6 - $35,700 x $700 – $46,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR PRINCIPAL
GRADE ‘D’ PRIMARY SCHOOL, SCALE S9
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Principal, Grade “D” Primary School, Scale S9, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher;
4. A minimum of two (2) years experience at the administrative level as a Year Level Head, Senior Assistant or Principal-Teacher; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Assume professional and administrative leadership of the school, with particular emphasis on promoting and supervising activities;
- Be responsible for implementing and managing the policies, regulations and procedures of the Ministry of Education, to ensure a safe, child-centred learning environment;
- Work collaboratively to maintain effective school/community relationships;
- Have excellent leadership, organizational and communication skills and the ability to motivate staff;
- Have extensive experience in scheduling, programme development and evaluation procedures.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include:

- Leading the development, Implementation and evaluation of all school programmes and activities;
- Providing and supervising an effective discipline system;
- Communicating with the Superintendent regularly about the needs, successes and general operation of the school;
- Establishing and promoting high standards and expectations for all staff and students, for academic performance and responsible behaviour;
- Supervising instructional programmes of the school, ensuring that they address students’ needs, interests and skill levels;
- Overseeing financial and personnel management, procurement and distribution of resource materials and the maintenance of healthy and safe facilities; and
- Completing any other related duties that may be assigned by the Director of Education.
The salary of the post is in Scale S9 - $31,300 x $700 – $41,800 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR VICE PRINCIPAL
GRADE ‘A’ SECONDARY SCHOOL, SCALE S4
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Vice Principal, Grade “A” Secondary School, Scale S4, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) three (3) years excellent administrative experience as Vice Principal Central Secondary School, Scale S6; OR
   b) three (3) years excellent administrative experience as Senior Master/Mistress Secondary School, Scale S6; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Assist the Principal in all aspects of instructional and administrative leadership;
- Be committed to the philosophy of education;
- Possess excellent leadership, organizational and interpersonal skills; and
- Be knowledgeable about and capable of utilizing current trends and techniques which contribute to student development.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include providing assistance to the Principal in the following areas:

- Organizing and supervising schedules;
- Supervising the implementation of programmes to improve students’ performances / outcomes;
- Supervising curriculum development;
- Providing clinical supervision of Teachers;
- Evaluating the performance of support staff;
- Promoting academic and professional development of staff;
- Assisting with budgetary planning and resource allocation;
- Scheduling internal and external examinations;
- Promoting and coordinating special programmes; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S4 - $37,800 x $700 – $49,000 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Vice Principal, Grade “A” Primary School, Scale S5, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:
1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) three (3) years excellent administrative experience as Principal Grade ‘C’ Primary School, Scale S6;
   OR
   b) three (3) years excellent administrative experience as Vice Principal Grade ‘B’ Primary School, Scale S6; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:
- Assist the Principal in all aspects of instructional and administrative leadership;
- Be committed to the philosophy of education;
- Possess excellent leadership, organizational and interpersonal skills;
- Be knowledgeable about and capable of utilizing current trends and techniques which contribute to student development; and
- Be a team player.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include providing assistance to the Principal in the following areas:
- Organizing and supervising schedules;
- Supervising the implementation of programmes to improve students’ performances / outcomes;
- Managing student behaviour
- Supervising curriculum development;
- Providing clinical supervision of Teachers;
- Evaluating the performance of support staff;
- Initiating, promoting and participating in school and community activities; and
• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S5 - $36, 400 x $700 – $47, 600 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR VICE PRINCIPAL
GRADE ‘B’ PRIMARY SCHOOL, SCALE S6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Vice Principal, Grade “B” Primary School, Scale S6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as either a Trained Teacher or School Administrator; and
4. A minimum of:
   a) three (3) years excellent administrative experience as Principal Grade ‘D’ Primary School, Scale S9; OR
   b) three (3) years excellent administrative experience as Vice Principal Grade ‘C’ Primary School, Scale S9; OR
   c) three (3) years excellent administrative experience as Senior Master/Mistress Primary School, Scale S9; and
5. Training in school administration and supervision (Preference will be given to training obtained at the College/University of The Bahamas’ Institute of Educational Leadership).

The successful candidate will be expected to:

- Assist the Principal in all aspects of instructional and administrative leadership;
- Be committed to the philosophy of education;
- Possess excellent leadership, organizational and interpersonal skills; and
- Be knowledgeable about and capable of utilizing current trends and techniques which contribute to student development.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include providing assistance to the Principal in the following areas:

- Organizing and supervising schedules;
- Designing, developing and supervising the implementation of programmes to improve students’ performances / outcomes;
- Supervising curriculum development;
- Managing student behaviour;
- Providing assistance and guidance to Levels I and II Administrators;
- Providing clinical supervision of Teachers;
• Evaluating the performance of support staff;
• Assisting the Principal with budgetary planning and resource allocation;
• Coordinating special activities;
• Assisting with the scheduling of internal and external examinations; and
• Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S6 - $35,700 x $700 – $46,900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.

Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR SENIOR MASTER/MISTRESS,
SECONDARY SCHOOL, SCALE S6
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Senior Master/Mistress Secondary School, Scale S6, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:

1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher; and
4. A minimum of two (2) years experience as a Senior Assistant, Subject Coordinator or Principal-Teacher.

The successful candidate will be expected to:

- Assist the school’s administrative team in instructional and administrative leadership;
- Possess excellent leadership, organizational and interpersonal skills; and
- Be knowledgeable about and capable of utilizing current trends and techniques which contribute to student development.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include providing assistance to the Principal in the following areas:

- Assisting with designing, developing and supervising the implementation of programmes to improve students’ performances/outcomes;
- Assisting with supervising curriculum development;
- Assisting with managing student behaviour;
- Assisting with the clinical supervision of Teachers;
- Assisting with evaluating the performance of teaching and support staff;
- Coordinating special activities;
- Assisting with the scheduling of internal and external examinations; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S6 - $35, 700 x $700 – $46, 900 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.
Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission
VACANCY FOR SENIOR MASTER/MISTRESS
PRIMARY SCHOOL, SCALE S9
DEPARTMENT OF EDUCATION, MINISTRY OF EDUCATION

Letters of Interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of Senior Master/Mistress Primary School, Scale S9, in the Department of Education, Ministry of Education, for the beginning of the 2019/2020 academic year.

Please note that this position will not be filled if the anticipated vacancy does not materialize.

Persons who were appointed to this post by the Public Service Commission and are acting to test suitability for substantive promotion need not re-apply.

Requirements for the post:
1. A Bachelor’s Degree;
2. Professional Teaching Qualification from an approved institute;
3. A minimum of ten (10) years experience as a Trained Teacher; and
4. A minimum of two (2) years experience as a Principal-Teacher, Senior Assistant or Grade Level Head.

The successful candidate will be expected to execute to:
- Assist the school’s administrative team in instructional and administrative leadership;
- Possess excellent leadership, organizational and interpersonal skills; and
- Be knowledgeable about and capable of utilizing current trends and techniques which contribute to student development.

The successful candidate should also be prepared to work on a Family Island for a tour of duty (minimum of three [3] years).

Specific duties of the post include providing assistance to the Principal in the following areas:
- Assisting with designing, developing and supervising the implementation of programmes to improve students’ performances/outcomes;
- Assisting with supervising curriculum development;
- Assisting with the management of student behaviour;
- Evaluating the performance of teaching and support staff;
- Assisting with the coordination of special activities;
- Assisting with the scheduling of internal and external examinations; and
- Completing any other related duties that may be assigned by the Director of Education.

The salary of the post is in Scale S9 - $31,300 x $700 – $41,800 per annum (July 2016 Salary Scales).

Documents to be submitted are:

i. a Letter of Interest indicating the specific post/scale and island for which the applicant wishes to be considered. Noteworthy experiences and/or skills that the applicant would bring to the post should be included;

ii. certified copies of all academic and professional documents (see requirements for the post); and

iii. a recent passport-sized photograph if one was not rendered in previous Exercises.
Applicants are advised that it is their responsibility to provide certified proof of all relevant academic and professional qualifications and school experience.

Applicants must submit Letters of Interest and supporting documents through their Head of Department, so that they are stamped and dated in the Department of Education, Ministry of Education, not later than 28th May, 2019.

APPLICATIONS TENDERED AFTER THE STIPULATED DEADLINE AND WITHOUT THE REQUISITE DOCUMENTS ARE DEEMED INCOMPLETE AND UNACCEPTABLE.

Secretary
Public Service Commission