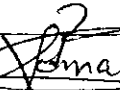
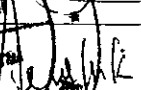
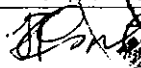



Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

1	Job title	Curriculum Coordinator(s)	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3331 – 3336	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General...H Os 4.0	
4	Ministry	Education	
5	Department	Educational Services	
6	Location Where the position is located	Curriculum Development Unit	
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To assist in the development, coordination and management of curriculum development.	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Development of annual work plan for formatting of books	9.1	Work plan developed and followed
8.2	Well coordinated National curriculum materials development and drafting	9.2	Curriculum documents developed
8.3	contract writers for development of support materials Contracted	9.3	Contract writers identified and recruited
8.4	Effective coordination of regular workshops for contract writers conducted	9.4	Workshops organised and delivered
8.5	Development of Budget and other logistical	9.5	Budgets and organisational aspects for workshops completed
8.6	Coordination, supervision and monitoring of curriculum and materials development and implementation	9.6	<ul style="list-style-type: none"> • School materials are developed and used in schools. • Teachers and stakeholders consulted
8.7	Carry out trialling of curriculum materials and resources	9.7	Material trialled in schools
8.8	Liaise with ISU in the development of training materials	9.8	<ul style="list-style-type: none"> • Training materials produced • Training and workshops are provided in schools
10	Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
10.1	Develop annual work plan for formatting of books and follow annual work plan		
10.2	Coordinating the development, production and implementation of curriculum materials.		
10.3	Coordinate and supervise the trialling of curriculum materials and resources		
10.4	Identify suitable contract writers and take a lead in the development of support materials eg. Teachers Guides		
10.5	Coordinate regular workshops for contract writers to ensure timely delivery of materials and adherence to writing guidelines		
10.6	Prepare all logistical aspects associated with workshops including budget development		
10.7	Coordinating, supervising and monitoring the writing of the curriculum and materials		
10.8	Ensure appropriate consultations has occurred with relevant stakeholders on development of curriculum and materials especially with VITE and ISU		

10.9	Advising principals, teachers on use of curriculum materials.	
10.10	Visiting schools and assisting teachers in curriculum implementation.	
10.11	Organising workshop for teachers on curriculum production.	
10.12	Working in close collaboration with subjects panels.	
10.13	Identifying needs for curriculum revision or new curriculum.	
10.14	Assessing current state of curriculum materials.	
10.15	Carry out other duties as directed by the PEO and Director	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	SCO	Subject panels
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Editors	Other CDU staff
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Teachers, Head Teachers, Principals	Teachers, EAU staff, DOE staff, Consultants
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Achieving high quality of Education.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Travelling/Must be able to work on weekends and after working hours.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Existing position
20	CRITERIAS TO BE SELECTED FOR THIS POST	
	(Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Diploma with experience.
20.2	Special Business Education refers to the field of study that would be preferable	Degree in curriculum development is desirable
20.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	Minimum of 2 years in curriculum development and experience as a school teacher.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Educational background, computer literate, management skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, practical and creative thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Must be able to interact with other people.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Reliable, Hardworking and Dedicated
20.8	Language "English , French and Bislama" is usual.	Speak English and French and Bislama
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Baroleo Sign  Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Sign  Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name L. B. Bates

		Date <u>24/6/2014</u>
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended <u>VAD</u> Date of Decision: <small>(Circle the appropriate Decision)</small> LAURENT REP <small>NOTE</small> SECRETARY Sign  Date <u>27/06/2014</u> OPSC	

