

GOVERNMENT OF KIRIBATI  
Position Description

<b>Position Title:</b> Senior Education Officer (JSS) <b>Current Salary Level:</b> L6-5 Proposed salary level: L4		<b>Division:</b> Headquarter (MOE)
<b>Reports To:</b> Director of Education		<b>Direct Reports:</b> Education Officers, Principals, Deputy Principals and teachers
<b>Primary Objective:</b> Responsible for the coordination, supervision and control of Junior Secondary Education in the country ensuring that teaching and learning processes are of high quality.		
<b>Decision Making Authority:</b>	<b>Key Contacts</b>	<b>Frequency and purpose</b>
<b>Without referral to manager</b> <ul style="list-style-type: none"> <li>• Management of approved funds</li> <li>• Implementation of appraisals of teachers against TSS, and</li> <li>• Implementation of, and assessment of schools against SIP standards</li> </ul>	Director of Education	Ongoing to ensure that Education delivered is of high quality
<b>After consultation with managers or others</b> <ul style="list-style-type: none"> <li>• Development and implementation of new policies and guidelines</li> </ul>	Director of Education	Ongoing to ensure that Education delivered is of high quality
<b>Referred to manager or others</b> <ul style="list-style-type: none"> <li>• School Issues</li> <li>• Disciplinary actions against school personnel</li> </ul>	School leaders and Admin Officers	Ongoing to ensure that schools and individuals comply with MOE / Government policies and guidelines

<b>Key Accountabilities</b>		
<b>Key result area</b>	<b>Major activities</b>	<b>Performance measures</b>
Key Area 1 <ul style="list-style-type: none"> <li>• Quality Instructional Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Advising on the management and administration of Teaching / Learning at the Senior Secondary Education level.</li> <li>• Ensuring that the provision of quality education is maintained at highest level.</li> <li>• Ensuring that continuous review of</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Teaching and Learning evident in improved (STAKi and KCBE) results</li> </ul>

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

<b>Government of Kiribati, All Ministries</b>	<b>Approved By:</b>		<b>Date of Issue:</b>	
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<b>Key result area</b>	<b>Major activities</b>	<b>Performance measures</b>
	<p>teaching methodologies are current with recent and modern teaching approaches.</p> <ul style="list-style-type: none"> <li>• Initiate changes in the management and administrative aspects of schooling.</li> <li>• Advising on the appropriate and effectiveness of assessment at school level.</li> </ul>	
<p>Key Area 2</p> <ul style="list-style-type: none"> <li>• Quality teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that Education Officers, School Administrators and teachers are motivated to uphold the professional image and integrity of the profession.</li> <li>• Responsible for professional development of Education Officers and School personnel.</li> <li>• Ensure the essential aspect of Kiribati culture are modeled, taught, practiced and maintained in Senior secondary schools.</li> <li>• Ensure that the approved curriculum is taught in schools.</li> <li>• Schools have the right number of skilled staff</li> <li>• Ensure that teaching / learning process are supported with relevant and adequate number of curriculum materials and healthy classroom environment.</li> <li>• To continuously searching for ways of improving the educational performance at national level.</li> <li>• To effectively translate educational</li> </ul>	<ul style="list-style-type: none"> <li>• School personnel and administrators are motivated to work in schools</li> </ul>

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<b>Key Accountabilities</b>		
<b>Key result area</b>	<b>Major activities</b>	<b>Performance measures</b>
	activities into output budgeting.	
Key Area <ul style="list-style-type: none"> <li>• Effective implementation of TSS, SLSS and SIP</li> </ul>	<ul style="list-style-type: none"> <li>• Management of approved funds</li> <li>• Implementation of appraisals of teachers against TSS, and school leaders against SLSS</li> <li>• Implementation of, and assessment of schools against SIP standards</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers teaching according to TSS</li> <li>• School leaders perform leadership according to SLSS</li> <li>• Schools are compliant to SIP standards</li> </ul>

<b>Key Challenges</b>	<b>Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Maintaining high level of performance in schools when personnel matters are not addressed efficiently and appropriately</li> <li>• Encouraging schools to operate with very limited resources</li> </ul>	Qualification and Experience: Degree qualification with at least 3 years' work experience in middle management level.

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