

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Island Education Coordinator	3. Salary Level: 8-7	4. Division: SIU
5. Reports To: Deputy Secretary	6. Direct Reports: Senior Education Officers	
7. Primary Objective of the Position: Educational leadership and Management on the island(s)		

8. Position Overview		
9. Financial: Nil		10 Legal: Education Act 2013, Kiribati National Condition of Service, Customer Service Standard, Procurement Acts, Financial Regulation Acts and National Legislation Acts.
11. Internal Stakeholders: <ul style="list-style-type: none">All Education personnel To be referred to Manager: <ul style="list-style-type: none">Matters or issues beyond his / her capabilities or that are not well articulated in Government guidelines and policies		12. External Stakeholders: Other people not employed by MOE but have interests in Education such as Clerk, Mayor, School Committee members, parents, Unimwaane, etc To be referred to Manager <ul style="list-style-type: none">Matters or issues beyond his / her capabilities or that are not well articulated in Government guidelines and policies
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none">KDP/KPA: On Human Resources DevelopmentMOP Outcome: Human Resources DevelopmentDivisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Learning and Teaching	<ul style="list-style-type: none">Supervise and support island-based implementation of new curricula in all island schoolsSupervise and support Principals/Teachers in the use of the Teacher Service Standards for promoting professional growth in all island schoolsAssist Principals/Teachers to analyse and use test	Quality teaching and learning High enrollment and retention rate

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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	and examination results in planning for improving learning and teaching in all island schools	
Assessment and Evaluation	<ul style="list-style-type: none"> • Supervise and support Principals/Teachers in the Teacher Performance Appraisal (PA) in all schools • Report teachers/school and island Performance Appraisal results for every island-based teacher to DEOs/SEOs annually • Report School Improvement Plans for all island schools to DEOs/SEOs as required annually • Coordinate and oversee annual island-based examinations (JSC/KNC/KSSC/SPFSC) • Coordinate and oversee island-based standardized testing programs (STAKI/PILNA/EGA) as required 	Improved students' outcomes
Professional Development	<ul style="list-style-type: none"> • Plan and coordinate island-based teacher professional development programs with Principals and Teachers • Coordinate and support work of island-based Curriculum Coaches • Set up and monitor mentoring and coaching strategies for supporting newly appointed School Leaders (P,HT,DP,etc) related to School Improvement Planning; TSS; SLSS and implementation of new curriculum with all island community groups. • Ensure that MoE policies, regulations, rules and requirements are known, understood and implemented by all members and stakeholders in the island communities • Assist Principals/Parents and community groups to ensure that every school-aged child on the island is enrolled in a school; attends regularly; and remains in school during the compulsory years 	Supported qualified teacher and school leaders, the school becoming a professional learning community

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Management and Leadership	<ul style="list-style-type: none">• Supervise and support Principals and School SIP Committees in the implementation of School Improvement Plans in all island schools.• Mentor and coach all island Principals in quality school leadership, management and administration• Supervise and support the implementation of School Leadership Services Standard by school leaders in all island schools.• Develop and submit IEC Work Plans to DEOs/SEOs at least monthly.• Represent MoE on the island and behave professionally and ethically at all times	Well managed schools, ongoing school improvement
Administration	<ul style="list-style-type: none">• Manage and administer the IEC office, resources and budget and report on this as required to DEOs/SEOs	Well-resourced schools

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">A key challenge of the post is leading and coordinating administrating activities of the Ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters.	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor’s degree in Education with 2 years post degree work experience at middle management level</p> <p>Experience:</p> <p>Job Training: Preference will be given to those who have completed a degree in education or who have partially completed a degree.</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">Personnel and Human Resources – Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effectsCustomer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfactionPsychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. <p>2. Skills:</p> <ul style="list-style-type: none">Active Listening – Giving full attention to what other

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	<p>people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times</p> <ul style="list-style-type: none">○ Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job○ Negotiation – Bringing others together and trying to reconcile differences.○ Monitoring – Monitoring/ Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.○ Instructing – Teaching others how to do something <p>3. Attributes</p> <ul style="list-style-type: none">○ Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations○ Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude○ Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations○ Concern for Others – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job○ Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace
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