



The Ministry of Education, Culture, Science and Technology invites applications from suitably qualified persons for the post of **Principal Education Officer** at the following:

- Belize District Education Centre
- Corozal District Education Centre
- Toledo District Education Centre

The Principal Education Officer shall have overall responsibility for the development, implementation and monitoring of an education development plan for the district in collaboration with the District Education Council and with the support of central agencies.

Title of Post: Principal Education Officer/District Education Manager

Key Responsibilities/Tasks:

The District Education Manager shall have overall responsibility for the development, implementation and monitoring of an education development plan for the district in collaboration with the District Education Council and with the support of central agencies.

A. Planning & Development

1. In collaboration with key stakeholders, access and analyse district education sector data
2. Lead the development of the district education sector plan and implementation strategy in collaboration with the District Education Council and officers of the DEC.
3. Ensure that the district education sector plan is based on achievable, prioritized goals that are aligned with Belize Education Sector Strategy and budgetary priorities of the Ministry
4. Oversee the implementation of the district education sector plan and ensure its coordination with Units of the Ministry to optimise the use of district and central resources
5. Collaborate with relevant Units, other government ministries and agencies and external partners on initiatives to develop new or review existing educational or related legislation, policies, or programmes.

B. School Supervision and Support

1. Ensure planning and conducting of regular school supervision to guide, support, and monitor school improvement and development in the district
2. Examine and evaluate school documents to determine compliance with education regulations and established standards for quality.
3. Lead school supervision and support exercises conducted by the District Education Centre.
4. Ensure that managing authorities and schools comply with the Education and Training Act and subsidiary Rules
5. Provide or coordinate training to managements and school leaders in the supervision and support of their schools including school improvement planning and implementation.

C. Administration

1. Develop the DEC's annual work plan and associated budget
2. Prepare and submit quarterly reports on DEC activities
3. Prepare and submit annual report on district education sector plan in relation to the Education Sector Strategy and M&E Framework

4. Supervise staff, conduct staff performance appraisals and identify staff development needs and make arrangements for meeting these needs
5. Liaise with Managing Authorities, Units, and other government ministries and agencies and other stakeholders in achieving district plans
6. Represent the Ministry on the District Education Council
7. Represent the Ministry on school Boards and other bodies as required from time to time.
8. Work with appropriate government and other agencies as it relates to national emergencies, national disasters, or emergencies of any other type in respect of coordinating a response and informing about the need to use schools and to close schools as the situation may demand
9. Liaise with the Chief Education Officer regarding the licensing (establishment) of new schools and regarding the assessment and verification of applications for additional staff, infrastructure, and other similar submissions from existing schools.
10. Oversee the administration of local and regional examinations at the district level
11. Oversee the organisation and implementation of continuous professional development, and intervention workshops for teachers.
12. Oversee the textbook programme at district level including ensuring submission of textbook requisitions by schools, verification of requisitions and receipt and distribution of textbooks.
13. Maintain oversight of effective communication between associations of principals and partners in education with respect to various educational programs.
14. Identification of needed school transportation routes and co-ordinate related activities (such as verification of mileage).
15. Provide guidance to schools in managing and updating school data in the Belize Education Management Information System
16. Lead the coordination of education activities e.g., national contests, Festival of Arts, annual Ceremonies, Child Stimulation Month, Education Showcase, District level activities for September Celebrations
17. Represent the Ministry at school graduation ceremonies or other events as required
18. Provide leadership and maintain oversight of all functions of the DEC
19. Any other duties as assigned from time to time

Required Documents: Expression of Interest, Curriculum Vitae, copies of qualifications, Copy of Valid Social Security Card

Minimum Qualifications – Master’s Degree in Education Leadership, or any other related field

GOB Salary PayScale: PS 24 of \$42,000 x 1,644 – BZD\$73,236.00 per annum

Age Limit: Not to exceed forty-five (45) years old

Application packages must be submitted on or before January 31, 2023, to:

Chief Executive Officer
Third Floor, West Block Building,
Independence Plaza, Belmopan, Belize.