



GOVERNMENT OF SAINT LUCIA
MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION,
SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING

VACANCY NOTICE

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training (Department of Education, Innovation and Vocational Training), invites suitably qualified individuals to apply for the office of Vice Principal II – Secondary Education.

A. OFFICE IDENTIFICATION

Job Title : Vice Principal I or II

Department : Secondary Education – Beanefield Comprehensive Secondary School

Classification : Grade 14 or 15

Reports to : Principal

B. RELATIONSHIPS AND RESPONSIBILITIES

1. Supports the Principal in liaising with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Chief Planning Officer, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
2. Assists the Principal in collaborating with the Education Officer to ensure that school is administered in a proper and efficient manner.
3. Supervises and supports teachers, students, administrative and ancillary staff and supports the role of the Principal as liaison between the District Education Office and school.

C. DUTIES AND TASKS

1. Working with the Principal of the school and/or while deputizing with the Principal ensures the execution of responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
2. Assists the Principal in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behaviour.
3. Leads and coordinates supervision of instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;

4. Helps monitor the fostering and integration of technology and innovation into programmes administered by the school;
5. Assists the Principal in ensuring a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the students while on the school's compound;
8. Applies the syllabus in conformity with the needs of the students of the school to ensure effective learning;
9. Assists the Principal in supervising and appraising the performance of staff;
10. Supports the Principal in the development, implementation and promotion of effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
12. Assumes responsibility along with staff for the school's performance;
13. Supports the Principal in the establishment and supervision of a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
14. Assists the Principal in keeping the staff informed, and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
15. Ensures the proper care and use of school furniture, equipment and supplies;
16. Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
17. Supports the Principal in furnishing all returns as prescribed, to the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
18. Ensures that student records are complete and current;
19. Assists the Principal in furnishing progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the district;
20. Keeps accurate records of information technology initiatives and resources;
21. Initiates relevant training as per new information technology developments;
22. Performs other duties as may be assigned from time to time by the Chief Education Officer, Permanent Secretary, and the Principal.

D. CONDITIONS

1. Accommodation provided in the School (Office);
2. Institutional support is provided through the Department of Education, Innovation and Vocational Training;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.
4. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
5. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
6. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
7. Housing, free medical attention and medicine will not be provided.

E. KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
3. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operation procedures;
4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
10. Decisiveness, soundness of judgment and success in issuing directives.

F. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Level of performance and accomplishment of the school;
2. Quality of instruction as evidenced by student performance;
3. Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
4. Extent to which student participation in school activities and student discipline are maintained;
5. Timeliness, accuracy and quality of information provided in returns and reports;
6. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
7. Compliance with the Guidelines and Policies of the Department of Education, Innovation and Vocational Training; and
8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

G. QUALIFICATION AND EXPERIENCE

The candidates should possess **one** of the following:

- A Master's Degree in Educational Administration, **plus** five (5) years' experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years' experience as a **Qualified** Teacher;

OR

- A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years' experience in administration (i.e. head of department, dean of discipline, year heads etc.), **plus** seven (7) years' experience as a **Qualified** Teacher;

OR

- A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years' experience in administration (i.e. head of department, dean of discipline, year head, etc.), **plus** ten (10) years' experience as a **Qualified** Teacher;

Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.

H. SALARY

Salary is at a rate of EC\$75,457.08 per annum (Grade 15, Step 1) or EC\$71,011.80 per annum (Grade 14, Step 1).

I. GENERAL

The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

Please note that:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

J. HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES**

Completed application forms should reach the Secretary, Teaching Service Commission by Friday, December 12, 2025.

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>