



GOVERNMENT OF SAINT LUCIA
MINISTRY OF EDUCATION, YOUTH DEVELOPMENT, SPORTS AND
DIGITAL TRANSFORMATION

VACANCY NOTICE

The Department of Education and Digital Transformation invites suitably qualified individuals to apply for the office of Curriculum Officers – Early Childhood Education.

A. OFFICE IDENTIFICATION

Job Title : Curriculum Officer IV and Curriculum Officer V
Department : Early Childhood Education
Classification : Grade 14 and 15
Reports to : Education Officer – Early Childhood
Supervises : N/A

1. RELATIONSHIPS AND RESPONSIBILITIES

- 1.1 To monitor and evaluate the Early Childhood Education Centres against the National Minimum Standards.
- 1.2 Curriculum review and monitoring, including tracking implementation and ensuring ongoing alignment of the national Early Childhood Curriculum at early Childhood Centres, develop new and effective instructional methods/strategies for center use.
- 1.3 To promote high-quality, developmentally appropriate early childhood education across St. Lucia by combining regulatory compliance monitoring, curriculum development and practitioner capacity-building.

2. MAIN DUTIES

- 2.1 Conducts visits to assigned early childhood service providers to assess service quality, monitor compliance with established standards, and provide guidance and technical support as required.
- 2.2 Documents and maintains comprehensive records of activities, observations, and relevant information relating to the operations and service delivery of assigned Centres.
- 2.3 Monitors and follows up on the implementation of recommendations made to improve the quality and effectiveness of service provision.

- 2.4 Coordinates and facilitates targeted professional development and capacity-building activities for service providers and staff based on needs and areas for improvement identified during monitoring visits. Such activities may include, but are not limited to, workshops, seminars, training sessions, and other relevant developmental initiatives.
- 2.5 Provides guidance and support to early childhood service providers in strengthening parent engagement and partnerships through the collaborative planning and implementation of parent-focused activities and initiatives.
- 2.6 Monitors and evaluates the operations and delivery of Early Childhood Education programmes at assigned Centres to ensure quality, effectiveness, and compliance with established standards.
- 2.7 Develops, evaluates, and promotes innovative and effective instructional methods and strategies to enhance teaching and learning across Early Childhood Education Centres.
- 2.8 Reviews, develops, and updates the national Early Childhood Education curriculum in consultation with relevant stakeholders, ensuring its alignment with current research, emerging educational practices, and the developmental needs of young children.
- 2.9 Establishes and maintains strategic collaborative partnerships with relevant government ministries, non-governmental organisations, and regional and international agencies to facilitate the exchange of best practices and support the alignment of Early Childhood Education initiatives with national, regional, and international priorities.
- 2.10 Performs such related assignments which may be delegated from time to time by the Education Officer/Early Childhood Services, Chief Education Officer and Permanent Secretary.

3. CONDITIONS

The candidate will be required to:

- 2.11 Ensures the effective implementation of developmentally appropriate programmes and the national Early Childhood Education curriculum across all Early Childhood Education Centres in Saint Lucia.
- 2.12 Conducts regular visits and inspections of assigned Early Childhood Education Centres to assess compliance with the National Minimum Standards for the operation of Early Childhood Education facilities.
- 2.13 Prepares and submits monthly reports to the Education Officer on activities undertaken, observations made, and matters requiring attention.
- 2.14 Coordinates quality assurance activities and facilitates feedback with Early Childhood Education Centres to support continuous improvement in programme delivery and service provision.

- 2.15 Maintains close liaison with Early Childhood Education practitioners on matters relating to the implementation, review, and effective delivery of the Early Childhood Education curriculum.
- 2.16 Salary and other benefits, including travelling allowance, in accordance with the terms and conditions applicable to the relevant grade within the Government Service.

4. Evaluation Methods

Work performance will be evaluated on the basis of:

- 4.1 The extent to which a consultative approach is demonstrated in resolving work-related issues and facilitating compliance with the Minimum Standards for operations.
- 4.2 The demonstrated ability to provide appropriate guidance and support to operators in addressing challenges encountered during interaction with their assigned Centres.
- 4.3 The extent to which analytical thinking, sound judgement and deductive reasoning are demonstrated in decision-making and in the development and implementation of measures to improve the quality of the services provided.
- 4.4 The timeliness and quality of reports submitted and the extent to which assigned tasks and established deadlines are consistently met.
- 4.5 The quality, relevance and effectiveness of workshops planned and conducted.
- 4.6 The timeliness and effective demonstrated in preparation, development, sourcing and reviewing of curricula.
- 4.7 The timeliness, accuracy and effectiveness demonstrated in sourcing, validating and adapting occupational standards and corresponding curricula.
- 4.8 The effectiveness of supervision provided to Early Childhood teachers, including the provision of appropriate guidance, support and follow-up.
- 4.9 The regularity and effectiveness of scheduled visits to Early Childhood Centres.
- 4.10 The effectiveness and measurable impact of training sessions conducted for teachers, verifiers, moderators and assessors.
- 4.11 The timeliness, accuracy, reliability and quality of work plans and progress reports submitted.

- 4.12 The demonstrated knowledge, understanding and effective application of Civil Service Rules and Regulations in the performance of assigned duties.
- 4.13 The extent to which departmental and Ministry's guidelines, policies and Standard Operating Procedures are consistently adhered to.
- 4.14 The effectiveness and quality with which duties, responsibilities and assignments as defined in the Job Description are performed and completed.

5. **Skills, Knowledge and Abilities**

- 5.1 Sound knowledge and understanding of the Minimum Standards, policies, guidelines and regulations governing the operations of Early Childhood Education Centres.
- 5.2 Sound knowledge and understanding of the principles, practices and procedures related to the delivery and operation of early childhood programmes and services.
- 5.3 Ability to plan, organize and implement effective training and capacity building programmes for Early Childhood practitioners and parents.
- 5.4 Ability to establish and maintain positive, professional and collaborative relationship with a diverse range of stakeholders.
- 5.5 Ability to work effectively and collaboratively as a member of a multidisciplinary team of professionals.

6. **Qualifications and Experience**

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

A Master's Degree in Early Childhood Education, Curriculum and Instruction, Education Leadership or any related field **plus** Certificate/Diploma in Education, three (3) years working experience in the supervision of early childhood education programmes.

OR

A Bachelor's Degree Early Childhood Education, Curriculum Studies, Education or any related field **plus** Certificate/Diploma in Education, five (5) years of working experience in the teaching service or early childhood education programmes.

B. **SALARY**

Salary is at a rate of EC\$76,936.56 per annum (Grade 15, Step 1).

Salary is at a rate of EC\$72,404.16 per annum (Grade 14, Step 1).

C. 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.**

D. 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, September 25, 2026.

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>