



Ministry of Education

VACANCY

Applications are invited from suitably qualified persons to fill the position of

LANGUAGE ENRICHMENT / READING COORDINATOR

within the Curriculum Development Unit, Education Planning Division.

Minimum Qualifications, Experience and Competences

A Bachelor's degree in Education, English, Literacy, Linguistics or related field.
A minimum of ten (10) years experience in teaching at the primary level or at the secondary level preferably in the area of literacy
Teacher-training and/or post-graduate training in education in English or related fields.
Strong communication and interpersonal skills.
The ability to work independently and collaboratively.
Excellent organizational and time management skill.
Knowledge of literacy development theories and best practices.
Experience conducting trainings and capacity development activities with teachers and/or administrators.
Demonstrated ability to communicate with a broad constituency including parents.
Computer proficiency and competency in Microsoft applications and data analytic software.
Experience using technology to collect and manage assessment data.
Research skills is an asset.
Budgeting and resource management skills is an asset.
Delegating and managing.
Effective oral and written communication skills.

Scope of Work / General Duties and Responsibilities:

The Language Enrichment Coordinator (the Reading Coordinator) works collaboratively with the Language Arts Coordinator at the Curriculum Development Unit to integrate effective reading strategies into the curriculum. She/He will also work collaboratively with Instructional Coaches to build capacity and thereby help teachers improve their delivery of instruction in the area of Reading. This Coordinator also works collaboratively with the Assessment Coordinator to assess and monitor student reading proficiency.

Specific Responsibilities:

The Language Enrichment Coordinator is expected to:

1. Arrange for the periodic, systematic review, evaluation and development of all curriculum materials related to reading/literacy acquisition, including guides, other resource materials, and textbooks, for students of all abilities at all grades
2. In collaboration with the Language Arts Coordinator, participate in the development of the National Curriculum Policy, the national assessment, and relevant resources with particular emphasis on the Language and literacy acquisition (reading).
3. Coordinate annual national assessment of reading / literacy
4. Review periodically students' reading assessments and evaluations conducted by Reading Intervention Teachers to ascertain the efficacy of the programme and the readiness of the student to be reintegrated in their classes
5. Arrange for the in-service training of teachers/educators, especially the Reading Intervention Teachers, with respect to the implementation of any new or revised components in the teaching of reading and its infusion with the language arts curriculum
6. Participate in training programmes organized by the Ministry of Education.
7. Monitor the implementation of curricula in schools, through periodic visits to allow for systematic observation of teachers' (especially Reading Intervention Teachers) pedagogical competence and the provision of regular feedback on the teaching of reading.
8. Assist the Language Arts Coordinator in the setting and analysis of the national assessment in the language, and arranging for the curriculum review, as required, based on information obtained from the analysis.
9. Act as a focal point for events/training opportunities related to reading and the reading intervention programmes
10. Prepare and submit termly reports to the Director of the CDU (using an approved format), on all curriculum and supervisory activities
11. Participate in continued professional development
12. Perform other related duties which may occasionally be requested by the Director of the Curriculum Unit, or the Ministry of Education.

Personal Attributes

- Goal-oriented, committed, innovative, and motivated
- Detail oriented and organised
- Reliable, accurate, and systematic
- Able and willing to learn and acquire new knowledge relevant to one's function
- Possess good interpersonal skills
- Able to demonstrate a high level of professionalism and confidentiality
- Able to work on one's own initiative
- Able to work as part of a team
- Able to manage different tasks at once
- Calm disposition
- Respectful

Remuneration

Salary will be commensurate with qualification and experience in accordance with the Civil Service Salary Structures.

Applicants must submit the following documents:

1. A cover letter that
 - outlines your perspective of the post and how you perceive that you are a suitable candidate
 - includes the names and contact information of two references,
2. Resume or Curriculum vitae
3. Certified copies of relevant certificates

Application must be addressed to:

The Permanent Secretary
Ministry of Education
P.O. Box 333
Cayon Street
Basseterre
St. Kitts

The **closing date** for receipt of application is **Friday, 18th July, 2025**.

All applications will be acknowledged. However, only short-listed candidates will be contacted for further consideration.