



ST. CHRISTOPHER & NEVIS

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Ministry of Education

P.O. Box 333

Third Floor, The Cable Building

Cayon Street, Basseterre

St. Kitts, West Indies

24th November, 2025

Applications are invited from suitably qualified and experienced persons for the following position:

DIRECTOR

at

THE ST. KITTS SPECTRUM SERVICES CENTRE

The Director of the St. Kitts Spectrum Services Centre works full-time to provide diagnostic, remedial, and consultative services for children and adults with Autism Spectrum Disorder (ASD). The Director oversees group and individual treatment sessions and provides continuous support and training to parents, caregivers, educators, and allied professionals.

The successful candidate will collaborate extensively with Ministry officials, schools, and community stakeholders across the Federation to ensure coordinated, evidence-based service delivery and inclusion for individuals with autism. The Director operates with a high degree of professional independence and discretion and is guided by Ministry of Education policies, professional standards, and established procedures.

Key Roles and Responsibilities

The Director will be expected to:

- 1) Provide developmental, behavioural, and instructional training and support using evidence-based ASD strategies.
- 2) Design and implement structured instructional programmes, including early intervention services with primary stakeholders
- 3) Support individualized, student- and family-centred educational plans with partners such as Cotton Thomas Comprehensive School, Learning Support Officers, and Early Childhood Services.
- 4) Work with school teams to assess student needs and monitor progress.
- 5) Train and coach staff in effective instructional and environmental strategies.
- 6) Assist with transition planning for students entering new learning environments.
- 7) Maintain accurate and confidential documentation and records.
- 8) Ensure compliance with Ministry of Education policies and updates.
- 9) Perform additional duties assigned by the Permanent Secretary or senior officials.
- 10) Coordinate implementation of the Centre's operational goals
- 11) Conduct diagnostic observations and develop intervention plans
- 12) Collaborate with schools and agencies to implement therapy and instructional strategies
- 13) Train parents, caregivers, and educators in developmental and behavioural techniques for supporting children
- 14) Deliver professional development sessions

- 15) Maintain up-to-date knowledge of ASD best practices
- 16) Communicate professionally and sensitively with families and stakeholders
- 17) Model professionalism, punctuality, and dependable attendance
- 18) Prepare and submit all required Ministry reports and documentation
- 19) Serve as a consultant to schools, agencies, and families on ASD support strategies
- 20) Attend meetings, workshops, and conferences locally, virtually, and abroad
- 21) Perform other related duties to support the effective operation of the Centre

REQUIRED EDUCATION, EXPERIENCE AND COMPETENCIES

- Master's degree in Special Education or a related field
- Postgraduate Certificate in Education (PGCE)
- Certified Autism Specialist designation
- At least three (3) years of successful experience in special education, school social work, or psychology
- Proficiency in Functional Behavioural Assessments and development of Behavioural Intervention Plans
- Experience in diverse instructional settings (one-on-one, small group, classroom)
- Strong developmental and behavioural assessment skills
- Demonstrated knowledge of evidence-based ASD practices
- Excellent oral and written communication skills and organisational abilities
- High ethical standards, strong confidentiality, cultural sensitivity

Personal Attributes

- Ability to manage multiple technical tasks
- Strong interpersonal and collaborative skills
- Accurate documentation and record-keeping abilities
- Calm, respectful, and professional demeanour
- Detail-oriented and adaptable

SALARY

Salary will be based on qualifications and experience in accordance with Civil Service salary structures.

How to Apply: Interested persons should submit the following documents:

- Resume and cover letter
- A Statement of Intent outlining your perspective of the Learning Specialist position and the attributes which make you suited for the post.
- Certified copies of academic and professional certificates

Two recent letters of recommendation

Applications should be addressed to:

The Permanent Secretary

Ministry of Education, Third Floor- The Cable Building, Cayon Street, Basseterre, St. Kitts

Deadline for applications: Wednesday, 11th December, 2025.

All applications will be acknowledged. However, **only shortlisted candidates will be contacted** for further consideration.