IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2020-111    OPENING DATE: 5/1/2020    CLOSING DATE: 5/14/2020

POSITION TITLE: EDUCATION SPECIALIST I-III (ENGLISH)

SALARY: GL-11/1-14/1, $543.65-$762.27 B/W

LOCATION: BUREAU OF CURRICULUM & INSTRUCTION
MINISTRY OF EDUCATION
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

• Assist in the coordination and supervision of the English program for the Bureau of Curriculum & Instruction; assist principals in monitoring implementation of the English curriculum framework in the classroom by making periodic visits to school sites; Assist teachers in developing yearly, quarterly, monthly, weekly or daily lesson plans that are aligned with the English curriculum framework and learning targets.

• Assist in reviewing, assessing, revising, researching, adapting or developing appropriate curriculum materials and mass produce for classroom use; Assist in developing, reviewing, evaluating and revising the English curriculum framework as needed to meet the needs of students and overall mission of the Ministry of Education; Review and evaluate the English programs materials for relevancy and make recommendations to supervisor.

• Assist in providing pre-service and in-service training and technical assistance to teachers, principals, and staff on lesson planning, how to implement English Language curriculum standards, strategies for implementing effective learning activities in the classroom, how teacher can monitor their own work, how to develop/write appropriate tests to assess students performance, how to evaluate their own work, their students, and their class in general and other training topics as needed.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree (AA or AS Degree) with at least three (3) years of work related experience.