



# **Samuel Jackman Prescod Polytechnic**

## **VACANCIES**

Applications are invited from suitably qualified persons for vacancies at the Samuel Jackman Prescod Polytechnic as listed below.

### **A INSTRUCTIONAL STAFF (Permanent)**

1. Office Administration
2. Maritime Operations/Marine Diesel Engineering
3. Mathematics and Science
4. Electronics
5. Network Technologies
6. Nursing Auxiliary

### **B. INSTRUCTIONAL DESIGNER**

### **C. SENIOR CLERK – STUDENT AFFAIRS DIVISION (Permanent)**

#### **A. Instructor**

#### **Qualifications Required:**

##### **Instructor I**

1. A teachers' training certificate; and
2. Level 4 NVQ or CVQ assessor certificate; and
3. One of the following:  
A Degree in the relevant discipline or the Higher National Diploma/Certificate or the Full Technological Certificate

**OR**

##### **Instructor II**

- Qualifications 1 and 2 above; and
- One of the following in the relevant discipline:  
Level II City and Guild: The BTEC National Certificate/Diploma or an Associate Degree or Two CAPE Certificates or, the Private Secretary's Certificate or the City and Guilds Advanced Craft Certificate.

**OR**

- The Higher National Diploma/ Certificate in the appropriate Discipline and
- A teachers' training certificate

**OR**

##### **Instructor III**

- English Language at CSEC General Proficiency; and
- One of the following in the relevant discipline:  
Level II City & Guilds; or the BTEC National Certificate/Diploma or The Private Secretary's Diploma

**Applicants must possess not less than three (3) to seven (7) years' relevant experience.**

## **B Instructional Designer (Temporary)**

- A Bachelor's Degree or equivalent in Curriculum Development
- Teacher Training Certificate or Diploma in Education
- Experience in a Distance Education/Open and Flexible Learning environment

## **C SENIOR CLERK -Student Affairs (Permanent)**

- An associate degree in Public Administration or Business Studies and not less than **two (2) years** relevant experience

Or

- At least four (4) subjects at CSEC General Proficiency level, including English Language and not less than **five (5) years** relevant experience.

## **Duties And Responsibilities**

### **INSTRUCTOR**

#### **General**

In order to effectively deliver the diversified programmes of the Samuel Jackman Prescod Polytechnic it is essential that staff play their part. The Instructor is a key figure in the overall effort and must not only possess knowledge of the subject, but must also be capable of effectively delivering instruction using a variety of methods and available technology. The Instructor must also be an advisor to each student and a representative of the institution.

#### **Specific**

The Instructor is expected to:

- Plan and guide student learning experiences toward the achievement of curriculum goals, and develop clear objectives for all lessons.
- Employ such instructional methods and materials as to most effectively meet the stated objectives
- Assess student achievement on a regular basis and provide reports and records as required.
- Assist with the follow-up process and recruitment of students in their area of responsibility.
- Assist with the organization of courses for part-time and day release students.
- Conduct special courses which may be found necessary to satisfy the needs of industry.
- Advise on inventory requirements and change of course outline as may be necessary from time to time.
- Any other duties that may be assigned from time to time by the Principal and/or his/her delegate.

#### **Performance Responsibilities**

- Teach classes assigned by the Head of Division following an approved curriculum.
- Report all student injuries to the department head and to the office and take all other necessary action.

- Evaluate student work and report grades and attendance records to the Head of Division at times specified.
- Provide individual attention to students during the normal school day.
- Monitor students when on industrial attachment.
- Cooperate with other Instructors and Head of Division in preparing and revising instructional materials.
- Cooperate with other instructors and Head of Division in the preparation of the annual estimates of expenditure, recurrent and non-recurrent.
- Advise on inventory requirements and change of course outline as may be necessary from time to time.
- Order material and equipment for use in workshop on requisition form. Requisitions must be approved by Head of Divisions before they are submitted to the accounts section.
- Share responsibility for the safe custody of inventory equipment and tools in a particular workshop.
- Cooperate in the care, maintenance, and accountability of equipment and buildings.
- Request routine service and repairs through the Head of Division.
- Keep abreast of current trends in technology and industrial practices and present the material using such instructional methods as will most effectively promote student learning.
- Advise the librarian on the selection of appropriate materials for the respective student learning.
- Attend meetings called by authorized Instructors, Divisional Head, Deputy Principal or Principal.
- Serve on such committees as are established by the administration or faculty for the benefit of the institution.

## **INSTRUCTIONAL DESIGNER**

### **General**

The Instructional Designer has responsibility for translating pedagogical research and practice into instructional curriculum. The Instructional Designer is expected to promote the concept and practices of open and flexible learning within and beyond S. J. P. Polytechnic and must assist in the training in adult and open and flexible learning for all full-time, part-time and off-campus Instructors. This officer must also assist the Divisional Head in monitoring internal and external needs and trends, evaluating the Division's programmes and services and ensuring continuous improvement in this work. The officer must help to develop tools to assist staff in conducting formative and summative evaluation of their courses, materials and student support.

### **Specific**

The Instructional Designer has responsibility for translating pedagogical research and practice into instructional curriculum.

- Promoting the concepts and practices of Open and Flexible Learning within and beyond Samuel Jackman Prescod Polytechnic.
- Providing induction and in-service training in Open and Flexible Learning for Instructors.

- Assisting instructors in the development, delivery, review and revision of Open and Flexible Learning – programmes in accordance with market and learner needs.
- Assisting with identifying and accessing source materials and with copyright and intellectual property matters.
- Helping staff to conduct formative and summative evaluation of courses.
- Undertake research in Open and Flexible Learning.
- Establishing and maintaining good working relationships with on- and off-campus ICT providers.
- Working with Centre’s Head of Division in monitoring internal and external needs and trends, evaluating SJPP’s Open and Flexible Learning programmes and services and ensuring continuous improvement in this work.
- Such other duties in support of the Centre’s work as directed by the Head of Division.

### **SENIOR CLERK – Students Affairs**

#### **General**

The Senior Clerk – Student Affairs is responsible for assisting the Office of the Registrar in the recruitment and registration processes for programmes and courses at the Institution and must be familiar with the Academic Policies of the Institution. The Senior Clerk must assist with the planning and coordinating the activities related to the Graduation Ceremony and other student related activities. Other responsibilities include the oversight of activities related to preparation of examinations, transcripts and student references on demand, and the collation and dissemination of student statistics. The Senior Clerk is also responsible for the supervision of the clerical staff in the Students Affairs Division.

#### **Specific**

The Senior Clerk has responsibility for providing assistance to the Office of Registrar in the following areas:

- Management of Computerized Student Information System
  - Applications and recruitment
  - Admissions
  - Processing student academic progress
  - Graduation Processing
  - Transcript and Certification preparation and distribution
- Orientation
- Management of student records
- Collation of statistical Information (application, enrollment, graduation)

- Coordination of internal and external examinations
- Reception and security of examination documentation from external examining bodies
- Student Organizations.
- Alumni Association
- Preparation and update of SJPP Prospectus
- Supervision of clerical staff in the Students Affairs Division
- Any other duties that may be assigned from time to time by the Principal and/or his/her delegate.

### **SALARY SCALES**

1. Instructor I (Z5-2), II (Z10-6) and III ( Z23 (QB16)-Z11).
2. Instructional Designer (Z5- 2)
3. Senior Clerk (Z23-Z17)

**Interested and qualified persons should submit their applications complete with Curriculum Vitae and the names of two referees on or before July 14, 2017 to:**

The Chairman  
Board of Management  
Samuel Jackman Prescod Polytechnic  
Wildey  
St. Michael BB11103  
Barbados

**Please visit our website at [www.sjpp.edu.bb](http://www.sjpp.edu.bb) or call (246)-535-2200 or 535-2291 for further details.**

**Only suitable applications will be acknowledged.**