



**GOVERNMENT OF SAINT LUCIA**  
**MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION,**  
**SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING**

**VACANCY NOTICE**

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training invites suitably qualified individuals to apply for the office of Guidance Counselling – District IV.

**A. OFFICE IDENTIFICATION**

Job Title	:	Guidance Counsellor III – District IV
Department	:	School Supervision
Classification	:	Grade 15
Reports to	:	Coordinator Guidance Counselling
Supervises	:	School Guidance Counsellors

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Supervises the School Guidance Counsellors within the Education Districts and reports to the District Education Officer where necessary.

## **DUTIES AND TASKS:**

1. Develops and manages the Primary School District Guidance and Counselling plan that is based on student needs and assesses the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, in order to effectively address student issues.
5. Supervises and evaluates school counsellors and provides assistance, guidance and leadership to them to identify additional continuing education opportunities for them.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.
7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.

10. Coordinates all crisis intervention activities within the Education District through collaboration with the Co-ordinator – Guidance Counselling, to ensure that appropriate measures are put in place.
11. Organizes and executes career guidance education and supporting activities through various school visits within the Education District in order to enhance students' school-to-work transition.
12. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
13. Assists in training of Health and Family Life Education Teachers through workshops or in-class demonstrations to more effectively deliver the HFLE programme.
14. Conducts staff/professional development and parent education workshops within the Education District to enable them to work more effectively with students.
15. Facilitates in-service training programmes to address the professional development of school counsellors.
16. Attends all scheduled meetings of counsellors and other meetings, conferences and workshops upon written invitation from the Ministry of Education to enhance both their personal and professional development.
17. Participates in professional development activities and maintains a professional development plan to guide self-improvement.
18. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in the Education District office (private office equipped with computer/printer, filing cabinet, bookshelf, telephone, executive chair and desk).
2. Functions in a scheduled travelling post and will receive basic travel allowance in accordance with approved rates.
3. Required to maintain a motor vehicle for the proper performance of duties.

4. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
5. Opportunities exist for personal development and career advancement through established orientation and in-service training.
6. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates /Collective Agreement.

#### **KNOLWEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act No. 41 of 1999 and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.
2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Ability to impart life skills training.
6. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
7. Knowledge of and sensitivity to multicultural issues.
8. Knowledge of legal and ethical issues pertaining to counselling.

#### **EVALUATION METHOD:**

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme within the Education District.

2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Guidelines and Policies and Professional Code of Conduct.
6. Effective implementation of duties, responsibilities and assignments defined in job description.
7. Level of cooperation and willingness to work as a team.

#### **QUALIFICATIONS AND EXPERIENCE:**

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

1. Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution with at least five years in a supervisory position.

**OR**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution with at least three (3) years as a school counsellor with extensive supervised experience in the area of school counselling.

- Training in clinical supervision in the area of counselling.
- Training and experience in individual and group counselling.
- Experience in implementing didactic programmes in school counselling.

#### **SALARY**

Salary is at a rate of EC\$69,789.96 per annum (Grade 15, Step 1).

## **GENERAL**

The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Application Forms 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.**

## **B. 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, October 06, 2023.**

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>

**MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION,  
SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING**

**September 12, 2023**