



Government of the Republic of Trinidad and Tobago
The Service Commissions Department



NOTICE OF VACANCY

SCHOOLS SUPERVISOR I

(Range 53E), Division of Education, Skills and Innovation, Tobago House of Assembly

Applications are invited from suitably qualified persons for the office of Schools Supervisor I (Range 53E), Division of Education, Skills and Innovation, Tobago House of Assembly



POSITION

Schools Supervisor I (Range 53E), Division of Education, Skills and Innovation, Tobago House of Assembly



CLOSING DATE

30th September, 2026
at 4:15 P.M local time



SALARY

Range 53E: \$13,095 – \$13,999/\$14,610 per month (2019)
Interim Allowance \$7,636 per month (2019)



MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS

Experience as a Principal I or Special Teacher III, or Teacher II or considerable experience as a Vice Principal I and training as evidenced by possession of a Trained Teachers Diploma and any additional qualifications relevant to the field of supervision; or any equivalent combination of experience and training.



DISTINGUISHING FEATURES OF WORK

An employee in this class performs a variety of supervisory education duties relating to the efficient operation of schools within a defined geographical area or in the specific fields (such as drama, art, sports) nursery and infant school education. Work involves periodical testing of the educational attainments of pupils, examining school records, programmes and equipment to ensure conformity with educational policy and practices and advising teachers on modern education methods and practices. Assignments are generally performed in accordance with well-defined procedures and the employee exercises considerable independence in regard to work methods. Work is supervised by a professional superior through staff conferences and the analysis of written reports.



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of subjects constituting the curriculum of nursery, elementary or intermediate schools.
- Considerable knowledge of modern teaching methods, skills and techniques in the relevant level and/or field of education.
- Some knowledge of education administration.
- Ability to advise teachers on teaching skills, methods and technique.
- Ability to assess the general progress of schools.
- Ability to set and mark achievement tests.
- Ability to promote and maintain good professional relationships within the teaching fraternity.

The office of Schools Supervisor I is being advertised for the Tobago House of Assembly and successful candidates will be appointed in the Division of Education, Skills and Innovation, Tobago House of Assembly.



DISCLAIMER

Applicants must ensure that all required documents and evidence of their qualifications, experience and training are submitted in accordance with the Online Instructions to Applicants. The Teaching Service Commission will assess eligibility based on the information and supporting documentation submitted. Where the required information or documentation is not provided, or is insufficient to verify that the prescribed requirements have been met, the application will be deemed ineligible.



JOB SPECIFICATION

A copy of the Job Specification can be accessed [HERE](#)



ABOUT THE ROLE

The role of the Schools Supervisor I can be accessed [HERE](#)



REQUIRED DOCUMENTS

Relevant documents must be scanned and uploaded with the online application as stipulated on the **INSTRUCTIONS TO APPLICANTS** [HERE](#)



APPLICATION DEADLINE

Interested persons **MUST** submit their application **ONLINE ONLY**, on or before but no later than **30th September, 2026 at 4:15 p.m.** local time.



FURTHER DETAILS

For further details, the Advertisement can be accessed on the Service Commissions Department's website www.scd.org.tt



CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION:

30th SEPTEMBER, 2026 AT 4:15 P.M LOCAL TIME



ADDRESS

Cipriani Plaza
52-58 Woodford Street,
Port of Spain



CONTACT US

(868) 623-2991



WEBSITE

www.scd.org.tt