



DOMINICA STATE COLLEGE JOB VACANCY

Applications are invited from suitably qualified individuals to fill the following positions of:

1. DEAN, FACULTY OF EDUCATION

JOB SUMMARY

The Faculty Dean is responsible for the general management and operations of the faculty. As an academic administrator, the Dean reports to the Dean of Academic Affairs. The Dean has responsibility for planning, scheduling, curriculum, instruction development and other academic matters.

DUTIES & RESPONSIBILITIES

1. provide academic and educational leadership for faculty, staff and students;
2. compile and submit semester reports;
3. establish academic policies and programs;
4. supervise and coordinate departmental Heads;
5. participate in the performance review of lecturers within the faculty
6. ensures that assessment procedures are adhered to;
7. ensures that examinations within the faculty are conducted as per College guidelines
8. coordinates class schedules and teaching assignments;
9. develops budget at faculty level;
10. recommends faculty appointments.

QUALIFICATIONS

The ideal candidate for Dean, Faculty of Education should possess:

- Masters degree in Education
- Diploma or certificate in Teacher Education
- Diploma or experience in Curriculum development
- Diploma or experience in Human Resource Management / Development
- Recent teaching experience at High School or College Level

SKILLS & ABILITIES

1. Knowledge of professional trends in higher education
2. Experience in development of courses of study in education and related fields
3. Experience in curriculum design, development and implementation
4. Experience in the leadership of instructors in a college environment
5. Experience in the monitoring and supervision of activities at tertiary level
6. Excellent communication and interpersonal skills
7. Strong management and interpersonal skills
8. Computer literate
9. Good Team player

Interested individuals should submit complete applications with:

- Signed cover letter
- CV
- Certified copies of transcripts
- Two letters of reference from individuals who can attest to abilities and performance

To:

OFFICER-IN-CHARGE
OFFICE OF THE PRESIDENT
DOMINICA STATE COLLEGE
STOCK FARM
P.O. 2066
ROSEAU

Or email: officeofthepresident@dsc.edu.dm

DEADLINE FOR RECEIPT OF APPLICATIONS IS 4.00 P.M. Friday June 7, 2024.

ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED.