



JOB VACANCY ANNOUNCEMENT

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-2016-054R1

OPENING DATE: 07/04/2016

CLOSING DATE: CONTINUOUS

POSITION TITLE: EDUCATION SPECIALIST I-III (MATH)

SALARY: PL- 10/1 – 12/1, \$ 463.81 B/W - \$ 605.38 B/W

(Based on the qualifications applicant will be placed on an appropriate Level, Grade & Step)

LOCATION: CO-DCI-MATH
BUREAU OF CURRICULUM & INSTRUCTION
MINISTRY OF EDUCATION

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Assist in the coordination and supervision of specialized education program in a specific content area such math, science, social studies, English, Palau Studies, Health, Physical Education, Career Guidance, or Music for the Bureau of education; assist principals in monitoring implementation of curriculum framework of a specific specialized education program 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 curriculum framework of a specific specialized education program.....**40%**
- Assist in reviewing, assessing, revising, researching, adapting or developing appropriate curriculum materials and mass produce for classroom use; assist in developing, review, evaluating and revising specialized education program's curriculum framework as needed to meet the needs of students and overall mission of the Ministry of Education; Review and evaluate specialized education program's materials for relevancy and make recommendations to supervisors.....**20%**
- Assisting in providing pre-service and in-service training and technical assistance to teachers, principals, and staff on lesson planning, how to implement specialized education program's curriculum standards, strategies for implementing effective learning activities in the classroom, how teachers can monitor their own work, how to develop/ write appropriate tests to assess students performance, how to evaluate their own work, how to evaluate their own work, their students, and their class in general and other training topics as needed.....**40%**

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

- A minimum of AAS or AS degree;
- Must have two (2) years experience, preferably in the content area of math or related field and/or;
- Must have experience in Curriculum development or teacher training in the content area of mathematics.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776
Email: bpss@palaugov.org Website: <http://palaugov.pw/bpss>

Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.