



**CHURCH TEACHERS' COLLEGE: MANDEVILLE**  
**EDUCATIONAL ASSESSMENT & INTERVENTION CENTRE**

**VACANCY NOTICE**

**CENTRE MANAGER (HPC/ALH 4)**

**Church Teachers' College invites applications from suitably qualified individuals to join its Students' Educational Assessment and Diagnostic Centre as a Centre Manager**

**Job Summary**

The Centre Manager provides academic and administrative leadership for the effective operation of the Assessment and Diagnostic Centre, ensuring the efficient delivery of educational assessment, and intervention services while serving as the primary link between the Centre and the College community.

**Key Responsibilities**

- Lead planning, implementation, and evaluation of assessment, diagnostic & intervention programmes.
- Supervise staff, coordinate assignments, and support professional development.
- Ensure timely completion of assessments and delivery of client reports.
- Manage Centre budget, inventory, facilities, and programme resources.
- Ensure compliance with college policies and Ministry of Education standards.
- Support curriculum development and programme improvement in special education services.
- Strengthen partnerships with families, schools, and external stakeholders.
- Promote research, innovation, and the public profile of the Centre.

**Minimum Qualifications & Experience**

- Master's degree in Educational Administration, Educational Leadership, Special Education, Educational Psychology, or a related field from a recognized institution.
- Teacher training qualification, with specialization or training in Special Education or Inclusive Education considered an asset.
- Minimum of five (5) years' experience in educational administration, student support services, special education, or a related leadership role.
- Demonstrated experience in programme management, staff supervision, and budget or resource management within an educational or student support environment.
- Sound knowledge of Ministry of Education policies, regulations, and standards governing special education and student support services.
- Experience in educational assessment, intervention programmes, or student support services would be an asset.

**Required Knowledge & Skills:**

- Strong leadership, organizational, and stakeholder engagement skills
- Strong interpersonal skills and professional integrity.
- Competence in computer applications and report preparation.

*Salary Scale: \$6,799,334 – \$8,082,271*

Applications should be submitted electronically to [hr@ctc.edu.jm](mailto:hr@ctc.edu.jm) and addressed to:  
The Chairman,  
C/o The Personnel Manager,  
Church Teachers' College: Mandeville,  
40 Manchester Road, Mandeville,  
Manchester.

**The College thanks all applicants for their interest; however, only shortlisted candidates will be contacted.**