



CHURCH TEACHERS' COLLEGE: MANDEVILLE
EDUCATIONAL ASSESSMENT & INTERVENTION CENTRE

VACANCY NOTICE

TEACHER AIDE

The Board of Management of Church Teachers' College invites applications from suitably qualified individuals to fill the position of Teacher Aide within its Educational Assessment & Intervention Centre.

Job Summary:

The Teacher's Aide provides academic and non-academic support to teachers and specialists in delivering instructional and developmental programmes for students with a wide range of learning, emotional, behavioural, and physical disabilities. The incumbent will support classroom instruction, assists with the implementation of Individual Instructional Plans (IIPs/IEPs), and helps students develop academic, social, communication, and life skills in individual and group settings.

Major Duties and Responsibilities:

- Assist with instructional activities for students individually and in small groups.
- Support the implementation of Individual Instructional Plans and behaviour support strategies.
- Provide one-on-one or small group academic assistance under teacher supervision.
- Assist in preparing teaching materials and learning resources.
- Support students with disabilities in classroom participation and activities.
- Help students develop basic literacy, numeracy, communication, and life skills.
- Assist with classroom management and supervision during lessons and activities.
- Assist students with mobility, self-care, and other daily living needs where required.
- Support the use of assistive devices and educational technology.

Knowledge, Skills, and Abilities:

- Ability to work patiently and effectively with students with diverse learning and developmental needs.
- Good interpersonal and communication skills.
- Ability to follow instructional guidance and work collaboratively in a team environment.
- Basic classroom management and organizational skills.
- Compassion, reliability, and professional conduct.
- Willingness to learn and adapt to new teaching approaches.
- Basic competence in the use of educational technology.

Qualifications and Experience:

- Associate Degree in Early Childhood Education
- Certification in Special Education
- Experience working with students who have learning, mental, emotional, and/or physical disabilities.
- Relevant classroom or student support experience desirable.
- Training in child safeguarding, behaviour management, or special needs support is an asset

Annual Salary: \$1,711,060

Applications should be submitted electronically to hr@etc.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, due to the high volume of applications received, only shortlisted candidates will be contacted.