



Caribbean Christian Centre for the Deaf (CCCD)
A Charitable, JSL-Signing Organisation for *Deaf Empowerment

Invites suitably qualified persons to apply for the following vacant job

HEAD OFFICE

- ❖ Communications Officer

KINGSTON - Kingston Campus

- ❖ Campus Manager
- ❖ Mathematics Teacher - *up to CSEC Level*
- ❖ Residential Care Staff – *1 male*

MANCHESTER - Knockpatrick Campus

- ❖ Driver
- ❖ Campus Watcher
- ❖ EDPM/IT Teacher - *Grades 9 – 11*
- ❖ Woodwork Teacher – *Grades 7 – 11*
- ❖ Social Studies Teacher – *Grades 10 – 11*

ST JAMES - Montego Bay Campus

- ❖ Mathematics Instructor (Part-time)
- ❖ Office Manager
- ❖ Campus Manager

Interested candidates must possess the following eligibility criteria to apply:

1. Any applicant whose beliefs and values align with the CCCD organisation, and our Statement of Faith found on our website (jm.cccdjamaica.org) with a commitment to our mission and bilingual philosophy of using JSL as the main language and written English for print activities, and our Code of Ethics;
2. Strong JSL fluency or a minimum of JSL at Level 3 with the ability and commitment to communicate in JSL as the main language for the posts of Teachers, JSL Specialist, and Interpreter.
3. A minimum of Level 2 in JSL and the intention to acquire and/or to improve their JSL skills on the job for other posts.
4. Good English language and communication skills.
5. Suitable qualifications and experience in the specific areas of specialisation for the posts advertised.

We will consider all suitable applications; however, only shortlisted candidates will be contacted for interviews.

***Deaf** represents individuals who are deaf and hard of hearing.

- **Per Post:**

Human Resource Manager – Head Office: Bachelor’s Degree in Human Resources, Business Administration, Management, Policy, or a closely related field preferred; a minimum of 3 years of progressively responsible experience in Human Resources, Administrative Leadership or a related field with 3 or more years at the management level; and significant experience in a leadership role and knowledge of the Jamaican employment and education laws. Under the direction of the Executive Director, the Employee Development Officer (EDO) is responsible for the oversight and administration of fair and reliable performance evaluation and development systems for all employee groups in:

- Monitoring evaluation system implementation, reporting challenges and successes and providing recommendations to executive leadership.
- Collaborating and participating with multiple departments to support the development and implementation of evaluation models.
- Ensuring employee evaluations and processes are in accordance with negotiated agreements, school system and Board of Education policies and procedures, and meeting the Jamaican Education and Employment requirements;
- Collecting, analysing and reporting workforce performance data to inform human capital strategies, retention and employee supports; and
- Supporting organisational and national leadership through training and monitoring managers conducting evaluations.

Teacher – Kingston, Knockpatrick & Montego Bay: At minimum, a Diploma in Deaf Education and/or Special Education with concentration in relevant specialisations and at least 3 years of teaching experience with Deaf and Hard of Hearing Learners. Strong signing skills are a requisite.

Teacher’s Main Functions:

- Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher’s professional position.
- Model respect for diversity within the organization by adhering to the Communication and Cultural Appreciation Policy that values and stresses application of appropriate language use of JSL and written English as the bilingual approach to Education.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of

students.

- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the staff handbook and organizational policies.
- Take responsibility for promoting and safeguarding the welfare of children and youngpeople within the school.

Driver – Knockpatrick: Under the guidance and leadership of the campus management team consisting of the campus manager and principal, this position is responsible for secure and timely driving services to transport passengers and/or goods, delivery of payment transfers to the bank and/or the suppliers, assistance with postage and pick up of office purchases, including flight tickets and any other tasks required by Head of Administration or his/her substitutes. This post also acts as a back-up for the Office Manager, assists with meeting room re-arrangement for various meetings/events and performs occasional handyman jobs inside the Office.

Campus Watcher – Knockpatrick: Under the direction and supervision of the Campus Manager, this post is responsible for the access control of all incoming vehicular and pedestrian traffic and is the first point of contact for all persons entering the campus. The post is responsible to control, monitor and direct vehicular and pedestrian traffic to appropriate parking areas, the main offices and other meeting areas as required. Five (5) years minimum experience in the security field; PSRA certification is considered an asset.

Residential Care Staff – Kingston: Under the supervision of the Campus Manager, this post is responsible for maintaining a safe and stimulating environment for all children in our care, rooted in mutual respect and in accordance with the school's behaviour policy. This post is responsible to follow all child protection policies in place. A minimum of one (1) year's experience in a childcare position; a Childcare certificate is considered an asset.

Office Manager- Montego Bay: This post is responsible for general administration and secretarial support at the campus level. Experience in office administration, financial management systems, budget preparation and reporting are essential. Well-developed ICT skills, including knowledge of QuickBooks Online and Microsoft Suite; problem-solving skills, information analysis and evaluation skills are required. The ability to negotiate, communicate, and interact with persons is highly desirable; as well as, the capacity to respect and appreciate diversity. A minimum of an associate degree or the equivalent in office administration or a related field is required.

Communications Officer – Head Office: Under the direct supervision of the Executive Director, the communications officer will work closely with all campuses and departments to ascertain and maintain a thorough understanding of business dynamics and product offerings, as well as identify the most important and current information to communicate. The incumbent is expected to monitor trends and stay abreast of all new developments to ensure the timeliness of the content produced. Success in this role will be determined by implementing effective communication strategies to drive growth with the main focus on increasing student enrollment and brand awareness, recognition, and loyalty.

Campus Manager – Kingston & Montego Bay: Under the guidance and leadership of the Executive Director, this position is responsible for the management and safety of the campus, preparation of annual budgets and programme budgets, development and implementation of student enrichment and spiritual growth programmes, staff supervision and evaluation, management of administrative tasks, networking, and development of business plans in collaboration with the social enterprise department for income generation initiatives. This position also manages and implements policies and procedures in line with the organisational protocol.

Note: Reference names and contact information must be provided as well as the relevant qualification/s for the specific job post being applied for.