



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

Invites suitably qualified persons to apply for the following posts

KINGSTON

Head Office at the Kingston Campus

- ❖ Executive Director, effective September 2021

Kingston Campus

- ❖ Teacher of Mathematics up to the CSEC Level
- ❖ Part-Time Driver (2 days per week for 10 months)
- ❖ Campus Manager

MANCHESTER

Knockpatrick Campus

- ❖ Campus Watcher
- ❖ Primary School Teacher **or** Electronic Document Preparation and Management (EDPM) and Information Technology (IT) Teacher

ST. JAMES

Montego Bay Campus

- ❖ Data Entry Instructor (part-time contract)
- ❖ Administrative Assistant (11-month contract)

Interested candidates must possess the following eligibility criteria to apply:

1. Any applicant whose beliefs and values align with the organisation and our Statement of Faith found on our website (www.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 Code of Ethics;
2. Strong JSL fluency or a minimum of Jamaican Sign Language (JSL) Level 3 with the ability and commitment to communicate in JSL as the main language for the posts of Executive Director, Campus Manager and Teachers;
3. A minimum of Level 2 in JSL and the intention to acquire and/or to improve their JSL skills on the job for Campus Watcher and Driver;
4. Good English language and communication skills;
5. Suitable qualifications and experience in the specific areas of specialisation for the posts advertised.

**Further details about each job post are available on the CCCD website at <https://jm.cccdjamaica.org/>.

If you have what we are looking for, apply confidently with the submission of your resume and a cover letter via email to:

The Human Resources Department
The Caribbean Christian Centre for the Deaf
4 Cassia Park Road
Kingston 10
Email: jaadmin@ccdjamaica.org

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.

Further details on each post are outlined below.

- **Per Post:**

- **Executive Director- Head Office, Kingston, for organisational leadership island-wide, with responsibility for management of the Operations department:**
 - Master's Degree in Deaf/Special Education, Educational Leadership/Administration, Organisational Leadership, Operational Management, Christian Ministry Leadership or Business Administration/Management with at least 2 years of leadership experience;
 - Bachelor's degree in Deaf/Special Education, Educational Leadership/Administration, Organisational Leadership, Operational Management, Christian Ministry Leadership or Business Administration/Management and 4 years of proven leadership and management experience;
 - Certificate-trained in Deaf/Special Education, Educational Leadership/Administration, Organisational Leadership, Operational Management, Christian Ministry Leadership or Business Administration/Management with 6-7 years of proven leadership and management experience
 - Beliefs and values in alignment with the organisation for God's glory to reach, teach and nurture the Deaf community
 - Strong JSL fluency or at least JSL level 3
 - Solid commitment to Bilingual Deaf Education and JSL-signing environment
 - Strong interpersonal relations and skills
 - Proven fiscal management skills or experience
 - The essential functions of the Executive Director include but are not limited to:
 - Organisational leadership and management;
 - Operational leadership and coordination;
 - Communications;
 - Community and industrial relations;
 - Human resource management;
 - Facility management; and
 - Financial management.
- **Teachers - Kingston and Knockpatrick:** At least a Diploma in Primary Education, Deaf Education and/or Special Education with the ability to teach at the primary school level and/or teach Mathematics, EDPM and IT to the CSEC level, and at least 2 years of teaching experience with deaf and hard of hearing learners. Strong JSL-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 organisation 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/caregivers, 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 young people within the school.
- **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.
- **Driver - Kingston:** Under the direction and supervision of the Campus Principal/Property Manager, this post is responsible to transport clients (staff, students, others as directed by the campus manager or designate) in a comfortable, safe and timely manner, to pick up and deliver packages, to make bank deposits, and for maintaining a clean company vehicle in good working condition. To be considered for this role, you must have good eyesight, a valid driver's license, and a clean driving record. A secondary/high school diploma is required.
- **Contracted Part-time Data Entry Instructor - Montego Bay:** 2 years teaching experience with the Deaf, knowledge of HEART TRUST/NTA policies and procedures, TVET/CBET system, and computer literacy; Teacher Diploma in Data Entry or Operations; VTDI or other relevant professional qualification such as UTECH/Technical Diploma **OR** other Diploma **OR** at least Level 3 certification in Data Operations, Entrepreneurship, and Personal Development.
- **Contracted Administrative Assistant - 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, to include knowledge of Microsoft Suite; problem-solving, information analysis and evaluation skills are required. The ability to negotiate, communicate and interact with persons are highly desirable as well as the capacity to respect and appreciate diversity. The minimum of an Associate degree or the equivalent in Office Administration or a related field is required.

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