



**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 open job posts:***

**KINGSTON**

**Head Office at the Kingston Campus**

Executive Director, effective September 2021

**Kingston Campus**

School Principal

Campus Manager

Teacher of Mathematics - *up to CSEC Level*

**MANCHESTER - Knockpatrick Campus**

Office Manager

Farm Supervisor

Chef/Cook

Campus Watcher

EDPM/IT Teacher - *Grades 9 – 11*

English and Resource & Technology Teacher – *Grades 7 – 9*

**ST. JAMES – Montego Bay Campus**

Sign Language Interpreter (*JSL preferably*)

Campus Watchers

*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](http://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 other posts;
4. Good English language and communication skills;
5. Suitable qualifications and experience in the specific areas of specialisation for the posts advertised.

**If you have what we are looking for, apply confidently with the submission of your resume and a cover letter immediately**, via email, by Friday, July 30, 2021, to:

The Human Resources Department

**The Caribbean Christian Centre for the Deaf**

4 Cassia Park

Road Kingston 10

Email: [jaadmin@cccdjamaica.org](mailto:jaadmin@cccdjamaica.org)

We will consider all suitable applications; however, only shortlisted candidates will be

contacted for interview. Further details on each post are provided below.

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

- **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; OR
    - 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.
- **Teacher – Kingston & Knockpatrick:** 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 young people within the school.
- **School Principal – Kingston:** Requirements include: a Biblical modelling of faith, values and principles; attainment of at least Jamaican Sign Language (JSL) Level 3 and written English fluency; attainment of a minimum of a Bachelor's degree in education; and excellent leadership, interpersonal relations, and visionary skills. The principal reports to the Executive Director and is responsible for the deployment and supervision of the work of all teaching staff and teacher assistants, as well as non-teaching staff relevant to their responsibilities.
  - **Campus Manager – Kingston:** This position reports to the Executive Director and is responsible for the management and safety of the campus; the management and implementation of policies and procedures in line with organisational protocols; preparation of relevant budgets; development and implementation of student enrichment activities and spiritual programmes; staff supervision and evaluation; the management of administrative tasks; and for networking and business development initiatives including income-generating projects and activities.
  - **Contracted Sign Language Interpreter – Montego Bay:** 3-5 years' experience signing with deaf and hard of hearing persons; knowledge of HEART NSTA policies, procedures and TVET/CBET systems; computer literacy; VTDI or Teacher Diploma or relevant professional qualification such as Utech/Technical Diploma or other relevant qualification in addition to the minimum of Jamaican Sign Language at Level 4 certification.
  - **Campus Watcher – Knockpatrick & Montego Bay:** 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.

- **Chef or Cook – Knockpatrick:** Relevant training in the skill area with a minimum of a diploma or HEART Commercial Food Preparation certification at Level 3, along with a minimum of 3 years' experience as a chef or cook. You will be required, among other tasks, to have knowledge of preparing and presenting well-balanced meals for students and adults in a clean and tidy environment.
- **Office Manager – Knockpatrick:** 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 QuickBooks Online and Microsoft Suite; problem-solving skills, 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.
- **Farm Supervisor (Foreman) – Knockpatrick:** This position will report to the Campus Manager and will be responsible to oversee the daily activities on the campus farm, including animal rearing and agricultural enterprises.

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