



Government of St. Vincent and the Grenadines

ADVERTISEMENT

POST OF DEPUTY PRINCIPAL (Ag.)

TROUMACA ONTARIO SECONDARY SCHOOL MINISTRY OF EDUCATION, VOCATIONAL TRAINING AND INNOVATION, DIGITAL TRANSFORMATION AND INFORMATION

Applications are invited from suitably qualified persons for appointment to the post of Deputy Principal (Ag.) at the Troumaca Ontario Secondary School in the Ministry of Education, Vocational Training and Innovation, Digital Transformation and Information.

QUALIFICATIONS AND EXPERIENCE

Applicants should possess a Bachelor's Degree, as well as Professional Teaching Qualifications, with at least ten (10) years teaching experience.

DUTIES AND RESPONSIBILITIES

The Deputy Principal, in addition to his/her normal teaching duties, will be required to assist the Principal with the smooth and efficient running of the school and be responsible for:

- a) Working in close contact with the Principal and assisting with any other organizational and administrative duties, which the Principal might require to be done from time to time.
- b) Assisting the Heads of Subject Departments in the continual development of Curriculum. Helping with the professional development of teachers and acting as liaison between the Staff and the Principal.
- c) Assisting with the preparation of the agenda for staff meetings; helping in the preparation of orders for books and supplies and in the supervision of school furnishings.
- d) Monitoring daily Staff attendance and students' attendance.
- e) Helping in the preparation of timetables.

SALARY

Salary is payable in Grade D the scale \$63,192.00 x \$3,648.00 - \$81,432.00 per annum.

CLOSING DATE FOR APPLICATIONS

Application accompanied by proof of qualifications and two (2) recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown to reach her not later than **August 10, 2026**.