



**NATIONAL COUNCIL ON EDUCATION
Job Description**

JOB TITLE	Director, Community Outreach
GRADE	GMG/SEG II
POST NUMBER	255646
DIVISION/DEPARTMENT	Department School Governance
SECTION UNIT	Community Outreach
REPORTS TO	Executive Director
MANAGES	3 Administrative Secretaries

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department

Date

Date Received in Human Resource Division

Date Created/Revised

1. Strategic Objective

To promote good corporate governance within schools and facilitate improved student outcomes.

2. Purpose of Job

The Director of Community Outreach has responsibility for ensuring the timely appointment and training of school boards, two important legislative functions of the organisation. The incumbent is responsible to promote effective school governance through the careful selection of school board members who have the necessary expertise, and know-how. He/she is responsible to ensure that school boards are provided with the necessary support so that they can function effectively and thereby improve student outcomes.

The Director of Community Outreach also has substantive responsibility to oversee the Community Outreach portfolio of the Council. This entails liaising with Regional Directors, Members of Parliament/Ministers of Government or his or her nominee to ensure they understand their role and functions with respect to the appointment of school boards. The Community Outreach function also involves ensuring that school board issues are amicably resolved in the shortest possible time.

3. Key Outputs

- Accurately prepared instruments of appointment
- Error free notice letters to school board members
- Timely school board appointments
- Updated school board directory
- Suitable nominees identified to serve on school boards
- Database of School Board Volunteers
- Training workshops for School Board members facilitated within six months of their appointment
- Strategic and annual operational plans for school governance
- Policy briefs, position papers and concept notes on school governance issues
- Policy recommendations produced in respect of school governance matters
- Annual award ceremony for school board members hosted
- Staff appraisal reports
- Individual work plan, mid-year review and annual performance appraisal report.

4. Key Responsibility Areas

Leading Effective School Governance

- Ensures that school boards are appointed on time in keeping with the cyclical appointment process
- Ensures that all school boards are properly constituted through the prompt filling of vacancies resulting from death/resignation of a member or revocation of appointment
- Prepares letters to Regional Directors and MPs advising of vacancies on school boards and requests timely submission of nominees
- Ensures that a comprehensive database of school board volunteers is prepared outlining the names of appointees, name of school, school type, ownership and location in respect of educational region and constituency
- Sensitizes key stakeholders such as MPs, Education Officers and Principals regarding their roles in the appointment process

- Liaises with Principals to ensure the timely submission of Form Bs
- Ensures that due diligence is conducted in respect of new volunteers to ensure that they satisfy the criteria to serve on a school board
- Ensures that notice letters are circulated to Board Chairmen, Principals, MPs, representatives of church and trusts operated institutions regarding the imminent termination of school boards' tenure
- Presents the protocol for the appointment of school boards to Members of the Review Panel and key stakeholders to facilitate the timely appointment of school boards
- Arranges for the timely submission of the requisite forms by the churches/trusts as well as Principals to support a timely appointment process
- Reviews submissions by the Review Panel ensuring names are accompanied by requisite forms
- Reviews form Bs and compare with Review Panel forms to avoid duplication in the appointment process
- Reviews instruments of appointments and ensures that they are accurately prepared
- Ensures that new school board nominees are represented on the requisite forms and submitted to the Minister of Education (HME) for approval
- Reviews letters to the Minister and submit to the Executive Director for signing
- Reviews appointment letters and submits to the Executive Director for signing
- Responds to enquiries by Principals, Board Chairmen, Regional Directors, Education Officers, churches and trusts in respect of Board appointment
- Establishes and maintains an effective records management system for school boards to facilitate easy retrieval of information
- Ensures that school board files are periodically updated and all enquiries documented

Community Relations

- Directs community outreach activities in respect of the school board appointment process
- Develops and/or facilitates the development of appropriate/relevant modules to effectively train appointed school board members
- Reviews on a continuous basis effective training programmes for Chairmen and members of school boards
- Monitors the implementation of programmes at the national and regional levels to improve relationships between schools and communities
- Records social issues which have a negative impact on the Education system and ensures that such issues are brought to the attention of Council through the school governance committee
- Hosts award ceremonies for school board members at the end of their tenure

Strategic Planning

- Prepares the strategic plan for the Community Outreach Unit
- Prepares quarterly and annual management reports in keeping with the Public Bodies Management and Accountability Act (amended 2011)
- Oversees the development and implementation of a monitoring and evaluation instrument for the school governance framework for the education sector
- Ensures that key performance targets are met in keeping with the Councils' business plan
- Represents the Council at conferences and stakeholder meetings

Human Resources and Administration

- Establishes objectives and performance targets for the Community Outreach portfolio
- Prepares performance appraisal reports and conducts annual performance appraisal interview
- Assesses staff training requirements on an on-going basis and ensures provision of structured training programmes and on-the-job coaching to develop required knowledge and skills
- Ensures that staff is aware of and adheres to the policies and procedures of the NCE

Other Responsibilities

- Performs other related functions assigned from time to time

5. Contacts: Internal and External Contacts

Within the NCE

Contact Title	Purpose of Communication
The Executive Director	Receives guidance and advice on matters pertaining to the board appointment process with a view to facilitating effective school governance
Council	Reports on the status of the school board appointment process. Receives guidance and approval in respect of school board matters
All Unit Heads	Collaborates and shares information on school board issues. Obtains feedback on the status of the implementation of Operational Plans and Unit plans.
All other staff	Shares information and provides guidance and feedback

Contacts external to the organisation required for the achievement of the position's objectives

Contact Title	Purpose of Communication
Regional Directors	Solicits nominations for board appointments and receives information regarding school governance matters which may require the Council's attention
Members of Parliament/Ministers of Government.	Solicit nominations for school board appointments
Representatives of Church, Trusts and Leased operated schools.	Solicits nominations for school board appointments
Education /Community Relations, Education Officers and Principals	Solicits nominations for school board appointment collaborates and shares information on the constitution of school boards
Ministry of Education	Solicits information regarding the status of Principals and new appointments to school boards
Other Departments of the MoE	Solicits information and receives enquiries

6. Performance Criteria

- School Boards appointed on time in keeping with requisite standards
- Boards of Management of public educational institutions are fully constituted
- Updated school board directory outlining names of volunteers, school type, location, ownership and position of member
- School Board members trained within six months of appointment
- Enquiries are processed within 5 working days of receipt
- Strategic and annual reports prepared in accordance with the Public Bodies Management and Accountability (PBMA) Act (amended 2011).
- Quarterly and annual reports prepared in keeping with the PBMA Act

7. Key Competencies

#	Functional/Technical Competencies
1	Sound knowledge of the Education Act and Regulations and other related legislation
2	Sound knowledge of strategic and operational planning
3	Sound knowledge of community mobilization strategies
4	Sound knowledge of relevant computer applications and systems

#	Core Competencies
1	Excellent ability to lead and participate in co-operative teams
2	Excellent analytical skills
3	Excellent oral and written communication skills including report writing

8. Minimum Required Education and Experience

- Bachelor's Degree in the Social Sciences, Education or a related discipline with at least 5 years' experience in a senior management position
- Teaching Diploma would be an asset

9. Special Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal work hours in order to meet deadlines
- Frequent local travel required to attend meetings and stakeholder consultations
- May be required to work on weekends/public holidays
- Possession of a valid Drivers' Licence and a reliable motor vehicle

10. Authority to:

- Approve expenditure within budget and financial guidelines for the Community Outreach Unit;
- Take disciplinary action in accordance with the organisation's human resource policies and procedures;
- Assist with the signing of cheques and vouchers.

Date of Issue/Update	Job Holder	Job Holder's Supervisor
Revised January 2025		

