GEDP

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USAID Strategic Objective 8 (Improved Quality of, and Access to Basic Education)
Ghana Education Decentralization Project (GEDP)

Scheme of Service
Education Class of the District Assemblies

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Introduction

The Scheme of Service is a management tool crafted to provide a coherent framework to facilitate the recruitment, development and career progression of the Education Class staff of the Local Government Service. The relevance of such a document is critical in the evolution of the Local Government Service, as a District public service organization in Ghana, in compliance with the provisions of the Local Government Service Act, Act 656. The purpose of the Scheme of Service is to provide the Local Government Service with a policy guideline, which will ensure that all staff are highly motivated, disciplined, loyal and equipped with the relevant skills and knowledge required.

Purpose of the Scheme of Service

The Scheme of Service defines or contains:

- The objectives of the job position and responsibilities;
- Grade levels and corresponding salary ranges;
- Summary of the degree of responsibility and the duties of the job for each level; and
- Conditions for entry to, and progression through each grade within the cadre; including:
  - Qualifications;
  - Minimum periods of service required for each grade;
  - Detailed job training and experience requirements;
  - Procedure for promotion and class transfers;
  - Requirements for minimum period of service in the regions and districts, where necessary; and
  - Framework for career development, management and succession planning.
### Staffing Structure

#### Core Staff
- Director of Education, Youth and Sports Department
- Head of Education Unit
- Desk Officers
  - Access
  - Quality
  - Non Formal Education
- Teachers

#### Professional Teaching Staff
- Superintendent II
- Superintendent I
- Senior Superintendent II
- Senior Superintendent I
- Principal Superintendent
- Assistant Director II
- Assistant Director I
- Deputy Director
- Director II
- Director I

#### Non-Professional Teaching Staff
- Crafts Person
- Craft Instructor Grade II
- Craft Instructor Grade I
- Senior Craft Instructor
- Principal Craft Instructor
- Supervisory Craft Instructor
- Senior Supervisory Craft Instructor
- Technical Instructor
- Senior Technical Instructor
- Principal Technical Instructor
- Supervisory Technical Instructor
- Senior Supervisory Technical Instructor
**Director of Education, Youth and Sports Department**

1.0 **JOB TITLE:** Director of Education, Youth and Sports

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**
   - To provide strategic direction, ensure quality education and manage implementation of basic education, youth and sports policies and programs in the District.

4.0 **JOB SUMMARY:**
   - Responsible for pre-school, special school, basic education, youth and sports development, non-formal education and library services at the District level.

5.0 **QUALIFICATIONS AND EXPERIENCE:**
   - A minimum of a Masters (Education, Social Sciences, Public Administration) Degree and professional certificate in Management.
   - Knowledge in Human Resource Management and Development is an advantage.
   - Minimum of fifteen (15) years relevant experience in the public service of which three (3) years must have been acquired at a senior management level preferably on the grade of Director II within the education class.
   - Experience in the education sector is desirable.
   - Must have knowledge in education management and development.
   - Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 **MODE OF ENTRY**

   6.1 **IN-SERVICE**
   - Not promotional

   6.2 **DIRECT**
   - By external advertisement and competitive interview based on qualifications stated above.

7.0 **CAREER PROGRESSION**
   - This is a terminal grade

8.0 **TRAINING AND DEVELOPMENT OPPORTUNITIES**
   - Relevant professional training
   - Gender training
   - People management skills
   - Strategic and general management
   - Project management
   - Executive Course in Public Administration
Director I (Head of Education Section)

1.0 JOB TITLE: Director I (Head of Education Section)

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide strategic direction, ensure quality education and manage implementation of basic education policies and programs in the District.

4.0 JOB SUMMARY:

- Advises the Director of Education Youth and Sports on all educational matters
- Ensures the implementation of all District Educational Policies and Plans
- Advises the Director of Education Youth and Sports on recruitment, postings, promotions, and transfer of teachers in the District
- Prepares and submit statistical data on pupils, teachers, other personnel, schools and equipment to the Director of Education Youth and Sports
- Conducts research, monitoring and evaluation of schools
- Offers professional advice to the District Education Oversight Committee on all educational matters in the District
- Acts as Secretary to District Education Oversight Committee
- Prepares educational performance reports in the District
- Ensures staff discipline and adherence to the Professional Code of Conduct
- Prepares education plans and budget for approval by the Director of Education Youth and Sports
- Performs any other duty assigned by the Director of Education Youth and Sports

5.0 QUALIFICATIONS AND EXPERIENCE:

- A minimum of a first degree and a Professional Certificate in Education. A Post Graduate degree will be an advantage.
- Minimum of fifteen (15) years relevant experience in the public service of which three (3) years must have been acquired at a senior management level preferably on the grade of Director II within the education class.
- Experience in the Education sector is desirable.
- Must have knowledge in education management and development.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY

6.1 IN-SERVICE

- At least five (5) years in the grade of Director
- Satisfactory staff performance assessment report
• Must pass a competitive selection interview conducted by the Local Government Service and the Public Services Commission in consultation with the District Assembly.

6.2 DIRECT

• By external advertisement and competitive interview based on qualifications stated above.

7.0 CAREER PROGRESSION

• This is a terminal grade

8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES

• Relevant professional training
• Gender training
• People management skills
• Strategic and general management
• Project management
• Executive Course in Public Administration
Director II (Desk Officer – Access)

1.0 JOB TITLE: Director II (Desk Officer – Access)

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To advise the Head of Education Section on matters of Access to Basic Education in the District.

4.0 JOB SUMMARY:

- Responsible to the Head of Education Section for ensuring that the District Assembly provides access (physical structures and any other facilities) for all children of school going age in the District.
- Uses the compliance mechanism in the Assembly to ensure that all children of school going age are in school.
- Ensures access to children of school age with special needs, improved quality education in terms of section 5 (1) (2) of Act 778.
- Advises the Head of Education Section on matters of access in terms of the Millennium Development Goals in relation to school age children in the District.
- Report on policy issues affecting access for corrective action to the Head of Education Section.
- Perform other matters referred by the Head of Education Section.

5.0 QUALIFICATIONS AND EXPERIENCE

- A minimum of a first Degree and Professional Certificate in Education.
- Minimum of twelve (12) years relevant experience in the public service of which three (3) years must have been acquired at a senior management level preferably on the grade of Deputy Director within the education class.
- Experience in the education sector is desirable.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

- Must have served not less than three (3) years in the grade of Deputy Director.
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.2 DIRECT:

- No Direct Entry

7.0 CAREER PROGRESSION:

A Director II is eligible for promotion to the grade of Director I subject to the following:
8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES

- Relevant professional training
- Gender training
- People management skills
- Strategic and general management
- Project management
- Organizational change and development
Director II (Desk Officer – Non-Formal)

1.0 JOB TITLE: Director II (Desk Officer – Non-Formal)

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To advise the Head of Education Section on general matters relating to the provision of Non-Formal Education in the District.

4.0 JOB SUMMARY:

- Ensures Non-Formal and Functional Literacy Education is available to meet the needs of the population within the District.
- Ensures that the identified functional literacy needs in the communities are addressed.
- Ensures adequate resources and logistics are available for participants.
- Monitors and reports on non-formal programs to the Head of Education Section.
- Maintains support of local stakeholders for the Non-Formal Education program.
- Performs other matters referred by the Head of Education Section.

5.0 QUALIFICATIONS AND EXPERIENCE

- A minimum of a first Degree and Professional Certificate in Education.
- Minimum of twelve (12) years relevant experience in the public service of which three (3) years must have been acquired at a senior management level preferably on the grade of Deputy Director within the education class.
- Experience in the Education sector is desirable.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

- Must have served not less than three (3) years in the grade of Deputy Director.
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.2 DIRECT:

- No Direct Entry

7.0 CAREER PROGRESSION:

A Director II is eligible for promotion to the grade of Director I subject to the following:

- Availability of vacancy in the grade of Director I;
- A minimum of three (3) years in the grade of Director II;
- Satisfactory work and conduct;
- Success at an interview conducted by the District Assembly in consultation with the Local Government Service and the Public Services Commission.
8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES

- Relevant professional training;
- Gender training
- People management skills;
- Strategic and general management;
- Project management
- Organizational change and development.
Director II (Desk Officer – Quality)

1.0 JOB TITLE:  Director II (Desk Officer – Quality)

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To advise the Head of Education Section on matters of Quality in Basic Education in the District.

4.0 DUTIES AND RESPONSIBILITIES

- Responsible to the Head of Education Section for the performance monitoring and evolution of educational policies and programs at the District level.
- Advise the Head of Education Section on quality of instruction and learning within the District.
- Advise the Head of Education Section on the quality of education outcomes.
- Advise the Head of Education Section on matters of access in terms of the Millennium Development Goals in relation to school age children in the District.
- Coordinate the performance of the school management committees, parent teacher associations, board of government for quality education at the District level.
- Perform other matters referred by the Head of Education Section.

5.0 QUALIFICATIONS AND EXPERIENCE

- A minimum of a first Degree and Professional Certificate in Education.
- Minimum of twelve (12) years relevant experience in the public service of which three (3) years must have been acquired at a senior management level preferably on the grade of Deputy Director within the education class.
- Experience in the Education sector is desirable.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

- Must have served not less than three (3) years in the grade of Deputy Director.
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.2 DIRECT:

- No Direct Entry

7.0 CAREER PROGRESSION:

A Director II is eligible for promotion to the grade of Director I subject to the following:

- Availability of vacancy in the grade of Director I;
- A minimum of three (3) years in the grade of Director II;
- Satisfactory work and conduct;
- Success at an interview conducted by the District Assembly in consultation with the Local Government Service and the Public Services Commission.

8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES

- Relevant professional training;
- Gender training
- People management skills;
- Strategic and general management;
- Project management
- Organizational change and development.
Superintendent II

1.0 JOB TITLE: Superintendent II

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 DUTIES AND RESPONSIBILITIES

- Teaching in Basic Institutions

5.0 QUALIFICATIONS AND EXPERIENCE

- Post Secondary (three year)/Diploma in Basic Education

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

- Not promotional

6.2 DIRECT:

- By external advertisement and selection interview based on qualifications stated above.

7.0 CAREER PROGRESSION:

- A Superintendent II is eligible for promotion to the grade of Superintendent I after having completed a minimum of three (3) years satisfactory service; and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING

- Relevant in-service training;
- Gender training
Superintendent I

1.0 JOB TITLE: Superintendent I

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 DUTIES AND RESPONSIBILITIES

- Teaching in Basic Institutions

5.0 QUALIFICATIONS AND EXPERIENCE

- Post Secondary (three year)/Diploma in Basic Education
- Minimum of three (3) years teaching experience on the grade of Superintendent II within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

- Must have served not less than three (3) years as a Superintendent II; and subsequently passed a promotion interview.

6.2 DIRECT:

- No Direct Entry

7.0 CAREER PROGRESSION:

- A Superintendent I is eligible for promotion to the grade of Senior Superintendent II after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING

- Relevant in-service training.
- Gender training
Senior Superintendent II

1.0 JOB TITLE: Senior Superintendent II

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

• To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 DUTIES AND RESPONSIBILITIES

• Teaching in Basic Institutions

5.0 QUALIFICATIONS AND EXPERIENCE

• A minimum of a Post Secondary (three year)/Diploma in Basic Education
• Minimum of three (3) years teaching experience on the grade of Superintendent I within the education class.
• Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

• Must have served not less than three (3) years as a Superintendent I and subsequently passed a promotion interview.

6.2 DIRECT:

• No Direct Entry

7.0 CAREER PROGRESSION:

• A Senior Superintendent II is eligible for promotion to the grade of Senior Superintendent I after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING

• Relevant in-service training
• Gender training
**Senior Superintendent I**

1.0 JOB TITLE: **Senior Superintendent I**

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 DUTIES AND RESPONSIBILITIES

- Teaching in Basic Institutions

5.0 QUALIFICATIONS AND EXPERIENCE

- A minimum of a Post Secondary (three year)/Diploma in Basic Education
- Minimum of three (3) years teaching experience on the grade of Superintendent II within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE

- Must have served not less than three (3) years as a Superintendent II and subsequently passed a promotion interview.

6.2 DIRECT:

- No Direct Entry

7.0 CAREER PROGRESSION:

- A Senior Superintendent I is eligible for promotion to the grade of Principal Superintendent after having completed a minimum of three (3) years satisfactory service; and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING

- Relevant in-service training
- Gender training
Principle Superintendent

1.0 JOB TITLE: Principal Superintendent

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
   - To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment, the National Teaching Council, and the National Inspectorate Board; and where appointed to a position of Head Master, provide Educational Leadership for the school.

4.0 JOB SUMMARY:
   - Inspection/Supervision of 1st & 2nd Cycle Institutions
   - Teaching in 1st and 2nd Cycle institutions with added responsibility
   - Headship of 1st Cycle Institution with at least two (2) streams and Junior Secondary School
   - Administrative/Research duties

5.0 QUALIFICATION AND EXPERIENCE:
   - A minimum of a Post Secondary (three year)/Diploma in Basic Education.
   - Recognized University Degree with appropriate subjects with approved teaching qualification.
   - Minimum of three (3) years teaching experience on the grade of Senior Superintendent I within the education class.
   - Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
   6.1 IN-SERVICE:
   - Must have served not less than three (3) years as a Senior Superintendent I and subsequently passed a promotion interview.

   6.2 DIRECT
   - No Direct Entry.

7.0 CAREER PROGRESSION:
   - A Principal Superintendent is eligible for promotion to the grade of Assistant Director II after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
   - Relevant in-service training.
   - Gender training
Assistant Director II

1.0 JOB TITLE: Assistant Director II

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
   • To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment, the National Teaching Council, and the National Inspectorate Board; and where appointed to a position of Head Master, provide Educational Leadership for the school.

4.0 JOB SUMMARY:
   • Administrative duties at Headquarters/Regional/District
   • Headship/Assistant Headship of 2nd Cycle Institutions
   • Headship of departments in 2nd Cycle Institutions where appropriate
   • Inspection and supervision of 1st and 2nd Cycle Institutions
   • Regional Managers of Education Units

5.0 QUALIFICATION AND EXPERIENCE:
   • A minimum of a Post Secondary (three year)/Diploma in Basic Education.
   • Recognized University Degree with appropriate subjects with approved teaching qualification.
   • Minimum of three (3) years teaching experience on the grade of Principal Superintendent within the education class.
   • Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
   6.1 IN-SERVICE:
   • Must have served not less than three (3) years as a Principal Superintendent and subsequently passed a promotion interview.

   6.2 DIRECT
   • No Direct Entry.

7.0 CAREER PROGRESSION:
   • An Assistant Director II is eligible for promotion to the grade of Assistant Director I after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is subject to the availability of vacancy.

8.0 TRAINING
   • Relevant in-service training.
   • Gender training
Assistant Director I

1.0 JOB TITLE: Assistant Director I

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment, the National Teaching Council, and the National Inspectorate Board; and where appointed to a position of Head Master, provide Educational Leadership for the school.

4.0 JOB SUMMARY:
- Administrative duties at Headquarters/Regional/District
- Headship/Assistant Headship of 2nd Cycle Institutions
- Headship of departments in 2nd Cycle Institutions where appropriate
- Inspection and supervision of 1st and 2nd Cycle Institutions
- Regional Managers of Education Units

5.0 QUALIFICATION AND EXPERIENCE:
- A minimum of a Post Secondary (3year)/Diploma in Basic Education.
- Recognized University Degree with appropriate subjects with approved teaching qualification.
- Minimum of three (3) years teaching/management experience on the grade of Assistant Director II within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
- 6.1 IN-SERVICE:
  - Must have served not less than 3 years as a Assistant Director II; and subsequently passed a promotion interview.
- 6.2 DIRECT
  - No Direct Entry.

7.0 CAREER PROGRESSION:
- An Assistant Director I is eligible for promotion to the grade of Deputy Director after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is subject to the availability of vacancy.

8.0 TRAINING
- Relevant in-service training.
- Gender training
Deputy Director

1.0 JOB TITLE: Deputy Director

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment, the National Teaching Council, and the National Inspectorate Board; and where appointed to a position of Head Master, provide Educational Leadership for the school.

4.0 JOB SUMMARY:

- Head of Senior Secondary Schools/Principal of Teacher Training College or Technical College
- Regional Managers of Education Unit

5.0 QUALIFICATION AND EXPERIENCE:

- A minimum of a Post Secondary (three year)/Diploma in Basic Education.
- Recognized University Degree with appropriate subjects with approved teaching qualification.
- Minimum of three (3) years teaching/management experience on the grade of Assistant Director I within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE:

- Must have served not less than three (3) years as an Assistant Director I; and subsequently passed a promotion interview.

6.2 DIRECT

- No Direct Entry.

7.0 CAREER PROGRESSION:

- A Deputy Director is eligible for promotion to the grade of Director II after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is subject to the availability of vacancy.

8.0 TRAINING

- Organizational Development
- Change Management
- Gender concepts and mainstreaming training
- Management & Leadership Skills
- Computer Literacy
**Director II**

1.0 **JOB TITLE:** Director II

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment, the National Teaching Council, and the National Inspectorate Board; and where appointed to a position of Head Master, provide Educational Leadership for the school.

4.0 **JOB SUMMARY:**

- Head of Senior Secondary Schools/Principal of Teacher Training College or Technical College
- Regional Managers of Education Unit

5.0 **QUALIFICATION AND EXPERIENCE:**

- A minimum of a Post Secondary (3year)/Diploma in Basic Education.
- Recognized University Degree with appropriate subjects with approved teaching qualification.
- Minimum of three (3) years teaching/management experience on the grade of Deputy Director within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

- Must have served not less than three (3) years as an Assistant Director I and subsequently passed a promotion interview.

6.2 **DIRECT**

- No Direct Entry.

7.0 **CAREER PROGRESSION:**

- A Director II is eligible for promotion to the grade of Director I after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is subject to the availability of vacancy.

8.0 **TRAINING**

- Organizational Development
- Change Management
- Gender concepts and mainstreaming training
- Management & Leadership Skills
- Computer Literacy
Director I

1.0 JOB TITLE: Director I

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment, the National Teaching Council, and the National Inspectorate Board; and where appointed to a position of Head Master, provide Educational Leadership for the school.

4.0 JOB SUMMARY:
- Head of Senior Secondary Schools/Principal of Teacher Training College or Technical College
- Regional Managers of Education Unit

5.0 QUALIFICATION AND EXPERIENCE:
- A minimum of a Post Secondary (three year)/Diploma in Basic Education.
- Recognized University Degree with appropriate subjects with approved teaching qualification.
- Minimum of three (3) years teaching/management experience on the grade of Director II within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
6.1 IN-SERVICE:
- Must have served not less than three (3) years as a Director II and subsequently passed a promotion interview.

6.2 DIRECT
- No Direct Entry.

7.0 CAREER PROGRESSION:
- This is a terminal grade.

8.0 TRAINING
- Organizational Development
- Change Management
- Gender concepts and mainstreaming training
- Management & Leadership Skills
- Computer Literacy
Craftsman Grade I

1.0 JOB TITLE: Crafts Person Grade I

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:
- Teaching of craft in Basic Institution

5.0 QUALIFICATION AND EXPERIENCE:
- Social Welfare Craft Certificate
- National Vocational Training Institute Trade Test Grade II, or
- Middle School Leaving Certificate plus certificate in recognized craft course.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
   6.1 IN-SERVICE:
   - Not promotional
   6.2 DIRECT
   - By external advertisement and selection interview based on qualifications stated above.

7.0 CAREER PROGRESSION:
- A Crafts Person Grade I is eligible for promotion to the grade of Craft Instructor Grade II after having completed a minimum of three (3) years satisfactory service; and passed a promotion interview. In exceptional cases a teacher who has performed diligently during appraisals, could recommend by the authorities for promotion before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
- Relevant in-service training
- Gender training
Craft Instructor Grade II

1.0 JOB TITLE: Craft Instructor Grade II

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:

- Teaching of craft in Basic Institution

5.0 QUALIFICATION AND EXPERIENCE:

- Social Welfare Craft Certificate
- National Vocational Training Institute Trade Test Grade II, or
- Middle School Leaving Certificate plus certificate in recognized craft course.
- Minimum of three (3) years teaching experience on the grade of Craftsman Grade II within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE:

- Must have served not less than three (3) years as a Craftsman Grade I and subsequently passed a promotion interview.

6.2 DIRECT

- No Direct Entry.

7.0 CAREER PROGRESSION:

- A Craft Instructor Grade II is eligible for promotion to the grade of Craft Instructor Grade I after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING

- Relevant in-service training
- Gender training
Craft Instructor Grade I

1.0 JOB TITLE: Craft Instructor Grade I

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:
- Teaching of craft in Basic Institution

5.0 QUALIFICATION AND EXPERIENCE:
- Social Welfare Craft Certificate
- National Vocational Training Institute Trade Test Grade II, or
- Middle School Leaving Certificate plus certificate in recognized craft course.
- Minimum of three (3) years teaching experience in the grade of Craft Instructor Grade II within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
6.1 IN-SERVICE:
- Must have served not less than three (3) years as a Craft Instructor Grade II and subsequently passed a promotion interview.

6.2 DIRECT
- No Direct Entry.

7.0 CAREER PROGRESSION:
- A Craft Instructor Grade I is eligible for promotion to the grade of Senior Craft Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
- Relevant in-service training
- Gender training
Senior Craft Instructor

1.0 JOB TITLE: Senior Craft Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
   - To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:
   - Teaching of craft in Basic Institution

5.0 QUALIFICATION AND EXPERIENCE:
   - Social Welfare Craft Certificate
   - National Vocational Training Institute Trade Test Grade II, or
   - Middle School Leaving Certificate plus certificate in recognized craft course.
   - Minimum of three (3) years teaching experience on the grade of Craft Instructor Grade I within the education class.
   - Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
   6.1 IN-SERVICE:
      - Must have served not less than three (3) years as a Craft Instructor Grade I and subsequently passed a promotion interview.

6.2 DIRECT
   - No Direct Entry.

7.0 CAREER PROGRESSION:
   - A Senior Craft Instructor is eligible for promotion to the grade of Principal Craft Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
   - Relevant in-service training
   - Gender training
**Principal Craft Instructor**

1.0 **JOB TITLE:**  Principal Craft Instructor

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

   - To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 **JOB SUMMARY:**

   - Teaching of craft in Basic Institution
   - Visiting other basic institutions and conducting demonstration lessons

5.0 **QUALIFICATION AND EXPERIENCE:**

   - Social Welfare Craft Certificate
   - National Vocational Training Institute Trade Test Grade II, or
   - Middle School Leaving Certificate plus certificate in recognized craft course.
   - Minimum of three (3) years teaching experience on the grade of Senior Craft Instructor within the education class.
   - Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 **MODE OF ENTRY:**

   6.1 **IN-SERVICE:**

   - Must have served not less than three (3) years as a Senior Craft Instructor and subsequently passed a promotion interview.

   6.2 **DIRECT**

   - No Direct Entry.

7.0 **CAREER PROGRESSION:**

   - A Principal Craft Instructor is eligible for promotion to the grade of Supervisory Craft Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 **TRAINING**

   - Relevant in-service training
   - Gender training
Supervisory Craft Instructor

1.0 JOB TITLE: Supervisory Craft Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
   • To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council and the National Inspectorate Board.

4.0 JOB SUMMARY:
   • Teaching of craft in Second Cycle Institutions
   • Visits with demonstration lessons/inspection in 1st and 2nd Cycle Institutions
   • Zonal/District Supervision of craft instruction work

5.0 QUALIFICATION AND EXPERIENCE:
   • Social Welfare Craft Certificate
   • National Vocational Training Institute Trade Test Grade II, or
   • Middle School Leaving Certificate plus certificate in recognized craft course.
   • Minimum of three (3) years teaching experience in the grade of Principal Craft Instructor within the education class.
   • Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
   6.1 IN-SERVICE:
   • Must have served not less than three (3) years as a Principal Craft Instructor and subsequently passed a promotion interview.

6.2 DIRECT
   • No Direct Entry.

7.0 CAREER PROGRESSION:
   • A Supervisory Craft Instructor is eligible for promotion to the grade of Senior Supervisory Craft Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
   • Relevant in-service training
   • Gender training
Senior Supervisory Craft Instructor

1.0 JOB TITLE: Senior Supervisory Craft Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education in crafts programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council and the National Inspectorate Board.

4.0 JOB SUMMARY:
- Teaching of craft in Second Cycle Institutions
- Visits with demonstration lessons/inspection in 1st and 2nd Cycle Institutions
- Regional supervision of craft instruction work.

5.0 QUALIFICATION AND EXPERIENCE:
- Social Welfare Craft Certificate
- National Vocational Training Institute Trade Test Grade II, or
- Middle School Leaving Certificate plus certificate in recognized craft course.
- Minimum of three (3) years teaching experience on the grade of Supervisory Craft Instructor within the education class.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
6.1 IN-SERVICE:
- Must have served not less than three (3) years as a Supervisory Craft Instructor; and subsequently passed a promotion interview.

6.2 DIRECT
- No Direct Entry.

7.0 CAREER PROGRESSION:
- This is a terminal grade.

8.0 TRAINING
- Relevant in-service training
- Gender training
Technical Instructor

1.0 JOB TITLE: Technical Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education in technical programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:
- Teaching/Demonstration in Basic Schools

5.0 QUALIFICATION AND EXPERIENCE:
- Intermediate/Craft City and Guilds Certificate or approved equivalent in appropriate subject; or
- National Vocational Training Institute National Craftsmanship certificate or an approved equivalent certificate obtained through recognized apprenticeship training system.
- For Business Education teacher – Royal Society of Arts Certificate, nine (9) or an equivalent in three (3) subjects, at least one of which must be Stage III in the subject area and the rest not below Stage II and in addition two (2) years’ relevant work experience.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
6.1 IN-SERVICE:
- Not Promotional

6.2 DIRECT
- By external advertisement and a selection interview based on the qualifications specified above.

7.0 CAREER PROGRESSION:
- A Technical Instructor is eligible for promotion to the grade of Senior Technical Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
- Relevant in-service training
- Gender training
**Senior Technical Instructor**

1.0 **JOB TITLE:** Senior Technical Instructor

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

- To provide instruction and education in technical programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 **JOB SUMMARY:**

- Teaching/Demonstration in Basic Schools

5.0 **QUALIFICATION AND EXPERIENCE:**

- Technical Instructor with Intermediate City and Guilds Certificate or an approved equivalent in appropriate subject with at least three (3) years’ satisfactory teaching experience in the grade of Technical Instructor, or
- Final/Advanced City and Guilds Certificates; or
- Intermediate City and Guilds or approved equivalent plus three (3) years relevant industrial experience; or
- Two/three (2/3)-year Post Secondary Polytechnic Training.
- And in addition officers entering this grade whether direct or by progression will be expected to attend approved short courses in Education.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

- Technical Instructor with intermediate city and Guilds Certificate or an approved equivalent in appropriate subject with at least three years’ satisfactory teaching experience in the grade of Technical Instructor.

6.2 **DIRECT**

- External advertisement and selection interview based on the qualifications specified above.

7.0 **CAREER PROGRESSION:**

- A Technical Instructor is eligible for promotion to the grade of Senior Technical Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 **TRAINING**

- Relevant in-service training
- Gender training
Principal Technical Instructor

1.0 JOB TITLE: Principal Technical Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education in technical programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:
- Teaching/Demonstration in Basic Schools

5.0 QUALIFICATION AND EXPERIENCE:
- Senior Technical Instructor with Intermediate City and Guilds Certificate or an approved equivalent in appropriate subject with at least three (3) years’ satisfactory teaching experience in the grade of Senior Technical Instructor, or
- Final/Advanced City and Guilds Certificates; or
- Intermediate City and Guilds or approved equivalent plus three (3) years relevant industrial experience; or
- Two/three (2/3)-year Post Secondary Polytechnic Training.
- And in addition officers entering this grade whether direct or by progression will be expected to attend approved short courses in Education.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
6.1 IN-SERVICE:
- Must have served not less than three (3) years as a Senior Technical Instructor and subsequently passed a promotion interview.

6.2 DIRECT
- No Direct Entry.

7.0 CAREER PROGRESSION:
- A Principal Technical Instructor is eligible for promotion to the grade of Supervisory Technical Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING
- Relevant in-service training
- Gender training
Supervisory Technical Instructor

1.0 JOB TITLE: Supervisory Technical Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:

- To provide instruction and education in technical programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:

- Teaching of technical courses in Second Cycle Institutions
- Visits with demonstration lessons/inspection in 1st and 2nd Cycle Institutions
- Zonal/District Supervision of technical instruction work

5.0 QUALIFICATION AND EXPERIENCE:

- Principal Technical Instructor with Intermediate City and Guilds Certificate or an approved equivalent in appropriate subject with at least three (3) years’ satisfactory teaching experience in the grade of Principal Technical Instructor, or
- Final/Advanced City and guilds Certificates; or
- Intermediate City and Guilds or approved equivalent plus three (3) years relevant industrial experience; or
- Two/three (2/3)-year Post Secondary Polytechnic Training.
- And in addition officers entering this grade whether direct or by progression will be expected to attend approved short courses in Education.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:

6.1 IN-SERVICE:

- Must have served not less than three (3) years as a Principal Technical Instructor and subsequently passed a promotion interview.

6.2 DIRECT

- No Direct Entry.

7.0 CAREER PROGRESSION:

- A Supervisory Technical Instructor is eligible for promotion to the grade of Senior Supervisory Technical Instructor after having completed a minimum of three (3) years satisfactory service and passed a promotion interview. In exceptional cases, a teacher who has performed diligently during appraisals could be recommended for promotion by the authorities before the three-year period. Promotion in this grade is fluid hence not subject to the availability of vacancy.

8.0 TRAINING

- Relevant in-service training and gender training
Senior Supervisory Technical Instructor

1.0 JOB TITLE: Senior Supervisory Technical Instructor

2.0 GRADE LEVEL:

3.0 JOB PURPOSE:
- To provide instruction and education in technical programs to students in accordance with the standards outlined through the National Council on Curriculum and Assessment and the National Teaching Council.

4.0 JOB SUMMARY:
- Teaching/Demonstration in Basic Schools
- Visits with demonstration lessons/inspection in 1st and 2nd Cycle Institutions
- Regional supervision of technical instruction work.

5.0 QUALIFICATION AND EXPERIENCE:
- Supervisory Technical Instructor with Intermediate City and Guilds Certificate or an approved equivalent in appropriate subject with at least three (3) years’ satisfactory teaching experience in the grade of Supervisory Technical Instructor, or
- Final/Advanced City and Guilds Certificates; or
- Intermediate City and Guilds or approved equivalent plus three (3) years relevant industrial experience; or
- Two/three (2/3)-year Post Secondary Polytechnic Training.
- And in addition officers entering this grade whether direct or by progression will be expected to attend approved short courses in Education.
- Must pass a competitive selection interview conducted by the District Assembly in collaboration with the Local Government Service and the Public Services Commission.

6.0 MODE OF ENTRY:
6.1 IN-SERVICE:
- Must have served not less than three (3) years as a Supervisory Technical Instructor and subsequently passed a promotion interview.

6.2 DIRECT
- No Direct Entry.

7.0 CAREER PROGRESSION:
- This is a terminal grade.

8.0 TRAINING
- Relevant in-service training
- Gender training