

- 1. Job Title:** EO – Continuous Assessment
Responsible to: SEO - Continuous Assessment
Responsible for: EO - Ad-hoc field staff

- 2. Salary Scale:** EB 5

3. Purpose of the Job:

To carry out field implementation and support coordination of activities relating to the conduct of continuous assessment in accordance with the regulations laid down and as assigned by the supervisor.

4. Main Duties and Responsibilities:

- Monitoring the performance of teachers in the use of CA and providing technical support services in the implementation process
- Carrying out audit checks on CA and gauging the rate of absorption /implementation.
- Implementing the modalities of incorporating CA into other subjects at UCE, and UACE levels
- Coordinating the design and development of CA materials
- Monitoring the rate of CA implementation and provide teacher support
- Planning for and coordinating writer's workshops
- Coordinating the receiving and processing of CA results for schools for transmission and integration in final results.
- Preparing and compiling reports on specific activities to feed the section quarterly reports.

5. Key Performance Indicators

- CA implementation monitored in schools
- Termly reports thereof prepared and submitted
- Writers and Trainers workshops conducted annually and new areas of assessment defined and incorporated.
- CA scores processed and incorporated into final terminal assessment at PLE, UCE and UACE by October each year.

6. Key Decision Making

- CA implementation monitoring program
- Distribution program of the CA materials to schools

7. Person specification

(i) Academic/Professional Qualifications

Hons Bachelor's degree in either education or Arts /Sciences with a postgraduate diploma in education or the equivalent.

(ii) Work Experience

- Registered teacher with at least 3 years of teaching experience.

- Minimum of 3 years' experience in examinations management or related work in a reputable educational institution.

(iii) Skills/Competencies/Attributes.

- Good coordination skills.
- Knowledge and experience in examination management.
- Good communication and interpersonal relations.
- Computer literate especially in word processing, and spreadsheets.
- High degree of confidentiality and integrity

8. **Age Limit:** Not more than 45 Years old.

9. **Terms of Service:** Permanent