



GOVERNMENT OF BERMUDA

Ministry of Education

**Department of Education—Human Resource Section**

C.10-11/09

27<sup>th</sup> May 2011

**CIRCULAR TO MINISTRY AND DEPARTMENT OF EDUCATION STAFF,  
PRINCIPALS OF ALL GOVERNMENT SENIOR, MIDDLE AND PRIMARY SCHOOLS AND  
ALL PRESCHOOL ADMINISTRATORS**

**Deputy Principal**

Applications are invited from qualified Teachers for the administrative post of Deputy Principal at Dame Marjorie Bean Hope Academy. The appointed person will continue in the post following continued successful performance and employment within the Bermuda Public School System.

**DEPUTY PRINCIPAL: K1**

Assisting the Principal in the areas of leadership, supervision and administrative tasks, the Deputy Principal is intricately involved in promoting the educational development of each student.

**Specific duties include:**

Modifying and individualizing curriculum and implementing accommodations.

Developing lesson plans designed for children with severe multiple challenges.

Developing Individual Education Programmes for each student.

Administering student assessment.

Participating on a multi-disciplinary team.

Ensuring that the health, medical and hygienic needs of the students are addressed.

Advocating on behalf of the students and parents.

Attending systemic meetings.

Participating in the decision making process regarding school policies and programmes.

Assisting the Principal with tasks as required, such as the organization and implementation of projects and programmes undertaken by the school.

Assisting the Principal in the development of staff and student schedules that best utilize the skills of the teaching staff and meets the needs of the students.

Encouraging variety in the provision of learning activities and in the use of instructional materials.

Fostering an effective parent teacher association.

Performing such other related duties as assigned by the Principal.

**Qualifications and experience required:**

Applicants must:

- hold a recognized teaching qualification and hold a Master's Degree in Education with specialization in severe multiple challenges or the equivalent;
- have at least five years of successful teaching experience, three of which have been working with students with severe multiple challenges;
- be registered with Bermuda Educators Council

Applicants are advised to complete the enclosed application form together with a letter of application and an up-to-date resume. Applicants must also submit a copy of their most recent evaluation and be prepared to undergo a structured interview.

All applications should be forwarded to reach the Senior Manager, Human Resources, Department of Education, P.O. Box HM 1185, Hamilton HMEX, not later than Friday, 10<sup>th</sup> June 2011.

No applications will be considered after the deadline stated above.

Cheryl Burrows, B.Sc., M.Edu  
Senior Manager, Human Resources