



Office of the Bishop

# Lutheran Church in Liberia

P. O. BOX 10 - 1046  
13<sup>th</sup> Street, Sinkor/Payne Avenue  
1000 Monrovia 10, Liberia

## Job Description Educational Consultant Lutheran Church in Liberia

Job Title:	<b>Educational Consultant</b>
Department:	Lutheran Church in Liberia School System (LCLSS)
Report To:	LCL Bishop/General Secretary and Board of Education/LCLSS Director*
Supervised By:	LCL Board of Education

### Introduction

The job description below shows the major duties, tasks, and responsibilities of the consultant of the LCL School System. Its core principle is the capacity building of staff and organizations through strategies, administration, and instructional curriculum development.

### Duties and Responsibilities

- Develop a local successor
- Develop instructional materials to be used by teachers/instructors of the LCLSS
- Regularly update school curriculum to ensure that it is current and of required standard at all times
- Work together with the teaching staff (especially science teachers) to ensure improvement in teaching standards by recommending changes when needed
- Advise administrative staff on development of curriculum and the use of new materials that have been developed
- Discuss with members of LCLSS staff issues related to the educational system and together find solutions for possible problems
- Maintain and manage reports and records, and also ensure proper documentation.
- Help the LCLSS develop a conducive and positive learning environment for both prospective and already enrolled students
- Perform data analysis when needed
- Conduct training for employees to ensure their development
- Provide on-the-job observation of teachers and offer suggestions on ways to improve teaching style and encourage classroom participation



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- Help in ensuring smooth transition of students from one level of education to another with proper guidance.
- The holder of described position will have the following administrative functions:
  - Co-signatory to financial requests on project funds together with two local staff members (typically the accountant and the director)

## Requirements – Skills, Knowledge, and Abilities

- Team Player – The candidate must be an effective communicator who is willing to share his or her knowledge but also open to learning from others – not a “Know it All”.
- S/he should be dependable and possess a cooperative attitude
- S/he should have in-depth knowledge of administration and management, in other words, s/he must have a clear understanding of how the educational system works;
- S/he must have an in-depth knowledge of curriculum and instruction (especially in the sciences)
- S/he must have a strong knowledge of laws that govern education within the work area
- S/he must have relevant experience in a similar advisory role, preferably in an educational system
- S/he must have the ability to manipulate local materials to produce laboratory chemicals
- S/he must have master’s degree or higher (or equivalent) in Education, specifically in curriculum and instruction and the sciences.
- S/he must be fluent in English and one other donor-language (German, Danish or Swedish) and have qualified work experience (at least three years) in teaching in the sciences or a similar position. Membership of a protestant church, preferably Lutheran, is required. As this position requires regular travel, a driver’s license is also required.

\*We anticipate that the Consultant will regularly meet with the LCLSS Director, who also serves as the secretary of the Board of Education, for planning and other administrative functions but meet with the Bishop’s office for updates on a periodic basis.

D. Jensen Seyenkulo  
Bishop, Lutheran Church in Liberia