

**COUNCIL OF GOVERNORS**



**SCHEME OF SERVICE**

**FOR**

**EARLY CHILDHOOD DEVELOPMENT AND EDUCATION  
(ECDE) TEACHERS**

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## FOREWARD

The Council of Governors, through a consultative and collaborative process, supported County Governments in the development of the Early Childhood Development and Education teachers Scheme of Service to guide the recruitment, retention, development, training, and promotion of teachers to ensure they meet quality standards.

Through the Scheme of Service, County governments and the ECDE teachers will have a framework in the requirements for employment and progression in career. Furthermore, the Scheme has outlined the skills and competencies necessary for the advancement in the profession.

The Scheme of Service provides for well-defined job descriptions and specifications with a clear delineation of duties and responsibilities at all levels within the career structure for ECDE teachers, an action that will ensure proper deployment and utilization of Early Childhood Development and Education teachers.

The implementation of the Scheme of Service is expected to improve staff morale for already employed teachers and attract and retain suitably qualified and competent ECDE teachers in the service. It will also enable the design of targeted training programmes that address competency gaps identified from the performance of teachers. Importantly, the established standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, merit, and ability will be reflected in work performance and results.

On behalf of the Council of Governors, I would like to acknowledge our long-standing partnership with UNICEF Kenya Country Office which provided both technical and financial support towards the development of this Scheme of Service. We appreciate your continued support and look forward to future engagements in investing in early childhood development.

It is my sincere hope and expectation that the county governments, teachers, and other relevant stakeholders will follow the Scheme of Service for career planning and succession management.



H. E Hon. Martin Nyaga Wambora, EGH  
Chairman  
Council of Governors



## 1. AIMS AND OBJECTIVES

- i. To provide for a well-defined career structure that will attract and retain suitably qualified and competent Early Childhood and Development Education (ECDE) teachers in the service.
- ii. To provide for well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure, which will ensure proper deployment and utilization of Early Childhood Development and Education teachers.
- iii. To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, merit, and ability as reflected in work performance and results.
- iv. To ensure appropriate career planning and succession management.

## 2. ADMINISTRATION AND TRAINING SCOPE

### a) The responsibility for administration

The Scheme of Service will be administered by the Chief Officer in Charge of Education, in consultation with the County Public Service Board (CPSB). In administering the scheme, the Chief Officer and the CPSB will ensure that all provisions are strictly observed for fair and equitable treatment of ECDE teachers and that the staff are confirmed in appointment on completion of their probation period.

### b) Training Scope

In administering the Scheme of Service, the Chief Officer will ensure that appropriate training opportunities and facilities are provided to assist serving ECDE teachers acquire the necessary additional qualifications/specialization required for both efficient performance of their duties and advancement. The teachers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Chief Officer - Education administering the schemes of service will consult the CPSB.

## 3. EARLY CHILDHOOD DEVELOPMENT AND EDUCATION FUNCTIONS

The ECDE teaching function entails physical, intellectual, social, emotional and spiritual development of the Kenyan child to enrich their learning experiences. This entails imparting the necessary knowledge, skills and attitudes necessary for moulding behavior to standards acceptable to the society.

The function involves:

- i. Facilitation of play/learning activities;

- ii. Preparation and maintenance of professional records such as schemes of work, children's progress records, records of work, lesson notes and other records;
- iii. Development and organization of play/learning materials;
- iv. Organization of curricula and co-curricular activities; guiding parents on children's rights and progress, counselling and caring for children;
- v. Management and maintenance of ECDE Centres/classes and the school in general;
- vi. Maintenance of discipline.
- vii. Development of communication skills of the learners;
- viii. Development, review, adaptation and implementation of the ECDE curriculum;
- ix. Development and utilization of appropriate ECDE teaching/learning materials;
- x. Development, review and implementation of innovative strategies and approaches in line with curriculum reforms;
- xi. Carrying out research on ECDE and other emerging issues;
- xii. Identification and assistance of children with special needs and emerging issues;
- xiii. Administration and management of ECDE programme;
- xiv. Promotion of health, nutrition and care for young children;
- xv. Development of strategies for community capacity building and mobilization, enhancing the understanding of child growth and development from conception to adolescence; and knowledge on HIV/AIDS and other emerging issues.

The Monitoring and Evaluation (M&E) function entails:

- i. Supervision and standard assessments for curriculum, co-curricular activities and other

#### 4. GRADING STRUCTURE AND SCOPE

##### (a) Grading Structure

The Schemes of Service establishes six (6) grades of Assistant ECDE Teachers (Certificate level) cadre, six (6) grades of ECDE Teachers (Diploma level) cadre and seven (7) grades of ECDE Teachers (Graduate level) cadre who will be designated and graded as follows: -

##### i) ECDE Teachers (Certificate Level)

Designation	Job Group
Assistant ECDE Teacher III	F
Assistant ECDE Teacher II	G

Assistant ECDE Teacher I	H
Senior Assistant ECDE Teacher III	J
Senior Assistant ECDE Teacher II	K
Senior Assistant ECDE Teacher I	L

**ii) ECDE Teachers (Diploma Level)**

<b>Designation</b>	<b>Job Group</b>
ECDE Teacher III	H
ECDE Teacher II	J
ECDE Teacher I	K
Senior ECDE Teacher III	L
Senior ECDE Teacher II	M
Senior ECDE Teacher I	N

**iii) ECDE Teachers (Graduate level)**

<b>Designation</b>	<b>Job Group</b>
Graduate ECDE Teacher III	K
Graduate ECDE Teacher II	L
Graduate ECDE Teacher I	M
Principal Graduate ECDE Teacher II	N
Principal Graduate ECDE Teacher I/ Assistant Director	P
Senior Principal Graduate ECDE Teacher/ Deputy Director	Q
Chief Principal Graduate ECDE Teacher/ Director	R

**(b) Conversion to the New Grading Structure**

Serving ECDE Teachers in the County Governments, who meet the minimum requirements, will convert to the new grading structure and designations as follows:

**(i) Assistant ECDE Teacher (Certificate level)**

Present Designation	New Designation	New Job Group
N/A	Assistant ECDE Teacher III	F
N/A	Assistant ECDE Teacher II	G
N/A	Assistant ECDE Teacher I	H
N/A	Senior Assistant ECDE Teacher III	J
N/A	Senior Assistant ECDE Teacher II	K
N/A	Senior Assistant ECDE Teacher I	L

**II) ECDE Teacher (Diploma level)**

Present Designation	New Designation	New Job Group
N/A	ECDE Teacher III	H
N/A	ECDE Teacher II	J
N/A	ECDE Teacher I	K
N/A	Senior ECDE Teacher III	L
N/A	Senior ECDE Teacher II	M
N/A	Senior ECDE Teacher I	N

**III) ECDE Teacher (Graduate Level)**

Present Designation	New Designation	New Job Group
N/A	Graduate ECDE Teacher III	K
N/A	Graduate ECDE Teacher II	L
N/A	Graduate ECDE Teacher I	M
N/A	Principal Graduate ECDE Teacher II	N
N/A	Principal Graduate ECDE Teacher I/ Assistant Director	P
N/A	Senior Principal Graduate ECDE Teacher/ Deputy Director	Q
N/A	Chief Principal Graduate ECDE Teacher/Director	R

**NOTE 1:** The grades of Assistant ECDE Teacher III (Job Group F) and Assistant ECDE Teacher II - Job Group G (Certificate holders with a D+ in KCSE), Assistant ECDE Teacher II Job Group G and Assistant ECDE Teacher I Job Group H (Certificate holders with a C in KCSE),

**NOTE 2:** The grades of ECDE Teacher III Job Group H and ECDE Teacher II Job Group J (Diploma holders) and Graduate ECDE Teacher III Job Group K and Graduate ECDE Teacher II Job Group L will form a common establishment for the purpose of this Scheme.

**(c) Serving Teachers**

Serving ECDE Teachers will adopt the designations provided in the Schemes of Service though they must be in possession of the minimum qualifications stipulated in the scheme for the present



grades. For advancement to higher grades, however, all teachers must possess the minimum qualifications and/or experience for subsequent grades as prescribed in the Schemes of Service.

## 5. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of the Schemes of Service:-

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or KCE division IV from recognized equivalent from (KNEC)
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade C (Plain) from KNEC or its recognized equivalent
- iii. Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iv. Proficiency Certificate in Early Childhood Development and Education offered by KNEC.
- v. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- vi. Degree in Early Childhood Development and Education offered by any accredited institution of higher learning or its approved equivalent.
- vii. A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university
- viii. A Certificate in Computer Applications

## 6. ENTRY INTO THE SCHEME OF SERVICE

### (a) Direct Appointment

Direct appointment will normally be made in the grade of;

- i. Assistant ECDE Teacher III (Certificate Level) (Job Group F),
- ii. Assistant ECDE Teacher II (Job Group G),
- iii. ECDE Teacher III(Diploma Level) (Job Group H) and
- iv. Graduate ECDE Teacher III (Job Group K);

Provided that a candidate has the minimum basic qualifications prescribed for the grade in the Scheme of Service. However, in exceptional case, direct appointment beyond the grades may be made by the CPSB, provided that the candidate is in possession of the necessary qualification and experience and be consistent with existing government policy on Terms of Service.

## 7. ADVANCEMENT TO HIGHER GRADES

It is emphasized that the qualifications and other conditions set out in this Schemes of Service are basic minimum requirements, the fulfilment of which, entitles a teacher for consideration for appointment or promotion. Advancement from one grade to another will also depend on: - the existence of a vacancy in

the authorized establishment, merit and ability as reflected in work performance and results and the approval of the County Public Service Board.

## 8. IMPLEMENTATION OF THE SCHEME

The Schemes of Service will become operational on or before 1<sup>st</sup> July 2018. On implementation, all trained and qualified serving ECDE Teachers will join the Scheme, on condition that they meet the set minimum requirements.

## 9. JOB GROUPS AND APPOINTMENT DESIGNATIONS: CERTIFICATE ECDE TEACHERS

### 1. ASSISTANT ECDE TEACHER III, JOB GROUP 'F'

This is the entry grade for teachers with a Certificate in ECDE. A teacher at this level will work under the guidance of a more senior teacher for the purposes of professional mentoring and growth.

#### (a) Duties and Responsibilities.

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Assist in organizing and facilitating play/learning activities for the learners.
- vi. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- vii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security.
- viii. Preparing and developing play/learning materials.

#### (b) Requirements for Appointment

##### Direct Appointment

For direct appointment to this grade, the candidate must be in possession of: -

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' Level
- ii. Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. Registered by the Teachers Service Commission
- iv. A Certificate in Computer Applications
- v. Certificate of Good Conduct from the National Police Service
- vi. Valid medical report from a registered government health facility.



**(c) Transition Clause:**

The purpose of the transition clause is to provide a bridging mechanism for those ECDE teachers currently serving in Public ECDE centres either in the employment of County Government or Community and do not meet the minimum entry requirement of this Scheme of Service.

Serving ECDE Teachers in the Public ECDE Centres in the Counties and are in possession of KCSE grade D- (minus) and a Certificate in ECDE from the Ministry of Education or KNEC and registered by the Teachers Service Commission and have been serving for a period of three (3) years by the commencement of the Scheme of Service may be eligible for appointment in this grade.

However, new entrants to this grade must prescribe to the set minimum requirements for this grade. For future advancement, a candidate must meet the prescribed minimum requirements of this grade. In addition to the above requirements, an ECDE Teacher must be in compliance to the ECDE Service Guidelines, in addition to the following:

**(d) Personal Qualities**

- Modest and of sound mind
- Creative and innovative
- Professionalism and integrity
- Relate well with children, parents, and members of society

**(e) Core Competencies**

- Supervisory skills.
- Problem-solving skills.
- Team player.
- Communication/interpersonal skills.

**2. ASSISTANT ECDE TEACHER II, JOB GROUP 'G'**

**(a) Duties and Responsibilities.**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learner.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Assist in designing, organizing and facilitating play/learning activities for learners.
- vi. Assist in organizing and facilitating play/learning activities for the learners.
- vii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).

- viii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security.
- ix. Preparing and developing play/learning materials

**(b) Requirements for Appointment:**

**Direct Appointment**

For direct appointment to this grade, a candidate must be in possession of:-

- i. Kenya Certificate of Secondary Education (KCSE) with a minimum grade C (Plain) from KNEC or its recognized equivalent.
- ii. Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. A Certificate in Computer Applications
- iv. Registered by the Teachers Service Commission
- v. Certificate of Good Conduct from National Police Service
- vi. Valid medical report from a recognized government health facility

**(c) Promotion**

For promotion to this grade, a teacher must: -

- i. Have served in the grade of **Assistant ECDE Teacher III**, Job Group 'F' for at least three (3) years.
- ii. Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. Registered by the Teachers Service Commission
- iv. Certificate of Good Conduct from National Police Service
- v. Valid medical report from a recognized government health facility
- vi. Have shown merit and ability in work performance and results.

In addition to the above requirements, an ECDE Teacher must have the following key personal attributes and core competencies: -

**Personal Qualities**

- i. Modest and of sound mind.
- ii. Creative and innovative.
- iii. Professionalism and integrity
- iv. Relate well with children, parents and members of the society.

### **Core Competencies**

- i. Supervisory skills.
- ii. Problem solving skills.
- iii. Team player.
- iv. Interpersonal / Communication skills.

### **3. ASSISTANT ECDE TEACHER I, JOB GROUP 'H'**

#### **(a) Duties and Responsibilities**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Assist in designing, organizing and facilitating play/learning activities for learners.
- vi. Caring and nurturing the emotional, aesthetic, spiritual, moral, social, mental and physical growth of children (holistic development).
- vii. Providing opportunities for fostering hands on learning, exploration, creativity, and self-expression, discovery, making choices, self-control and the development of motor skills.
- viii. Enhancement of communication, pre-writing, pre-reading and number skills and experimentation.
  - ix. Preparing and developing play/learning materials, schemes of work, lesson plans and daily program of activities, children's progress records of work, health records and other records.

#### **(b) Requirements for Promotion**

- i. Served in the grade of **Assistant ECDE Teacher II** Job Group 'G' or a comparable or relevant position for at least three (3) years.
- ii. A Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. A Certificate in Computer Applications.
- iii. Been registered by the Teachers Service Commission
- iv. A Certificate of Good Conduct from National Police
- v. Valid medical report from a recognized health facility
- vi. Have shown merit and ability in work performance and results.

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- i. Modest and of sound mind.
- ii. Creative and innovative.
- iii. Professionalism and integrity
- iv. Relate well with children, parents and members of the society.



### **Core Competencies**

- v. Supervisory Skills.
- vi. Problem solving Skills.
- vii. Team Player.
- viii. Interpersonal / communication skills.

### **4. SENIOR ASSISTANT ECDE TEACHER III JOB GROUP 'J'**

#### **(a) Duties and Responsibilities**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Initiating, coordinating and designing, organizing and facilitating play/learning activities for learners.
- vi. Facilitating on pre-writing, pre-reading, number skills, creativity, experimentation and availing learners with opportunities to learn, to care and to control their behaviour.
- vii. Organising community mobilization meeting to create awareness on ECDE programme.
- viii. Participating in curricula development panels, preparing, implementing and organising and developing relevant play/learning materials.
- ix. Management of ECDE centres maintenance of professional records such as children's progress records, schemes of work, lesson plans and daily programme of activities.
- x. Guiding on the nutritional requirements of the learners.

#### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Served in the grade of **Assistant ECDE Teacher I** Job Group 'H' or a comparable and relevant position for at least 3 years.
- ii. A Certificate in Early Childhood Development and Education
- iii. Registered by the Teachers Service Commission
- iv. A Certificate in Computer applications
- v. Valid medical report from a recognized government Health Facility.
- vi. Certificate of Good Conduct from the National Police Service

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- ix. Modest and of sound mind.
- x. Creative and innovative.
- xi. Professionalism and integrity
- xii. Relate well with children, parents and members of the society.

### **Core Competencies**

- xiii. Supervisory skills.
- xiv. Problem solving skills.
- xv. Team player.
- xvi. Interpersonal /communication skills.

## **5. SENIOR ASSISTANT ECDE TEACHER II JOB GROUP 'K'**

### **(a) Duties and Responsibilities**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
  - v. Identifying, initiating, developing and facilitating play/learning activities and materials for both regular and learners with special needs and aligning them with existing in ECDE centres.
- vi. Participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities.
- vii. Organising professional records, ensuring children's security and safety and managing ECDE centres in liaison with the school administration.
- viii. Liaising with community, education fraternity and other government and non-government organisations.
- ix. In charge of the centre as the administrator with a minimum of 50 children.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Serve in the grade of **Senior Assistant ECDE teacher III** Job Group 'J' or a comparable and relevant position for at least 3 years.
- ii. A Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. Registered by the Teachers Service Commission
- iv. Must prove proficiency in Computer application
- v. Certificate of Good Conduct from the National Police Service
- vi. Valid medical report from a recognized Government Health facility.

In addition to the above requirements, an ECDE Teacher must have the following:

### **Personal Qualities**

- i. Modest and of sound mind.
- ii. Creative and innovative.
- iii. Professionalism and integrity

- iv. Relate well with children, parents and members of society.

#### **Core Competencies**

- v. Team Player
- vi. Target setting.
- vii. Problem-solving skills.
- viii. Organisational skills.
- ix. Ability to think creatively and constructively.
- x. Excellent communication skills

### **6. SENIOR ASSISTANT ECDE TEACHER I, JOB GROUP 'L'**

This is the highest grade in this cadre

#### **(a) Duties and Responsibilities**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Identifying, initiating, developing and facilitating play/learning activities and materials for all learners.
- vi. Designing and developing relevant play/learning materials for learners.
- vii. Assisting the school administration in liaising with the community, education fraternity and other government and non-government organizations in the identification of learners with special needs and taking appropriate interventions
- viii. Liaising with the school management committees and administration in the management of ECDE Centres.
- ix. Participating in curricula development panels, preparing and developing schemes of service, lesson plans, and daily programmes of activities, assessment and evaluation of learners' progress, and keeping professional records.
- x. In charge of the centre as the administrator with a minimum of 50 learners.

#### **(b) Requirements for Appointment**

For appointment to this grade a teacher must have: -

- i. Serve in the grade of **Senior Assistant ECDE Teacher II** Job Group 'K' or a comparable and relevant position for at least 3 years.
- ii. A Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. Completed a supervisory course from a recognized government training institution.
- iv. Registered by the Teachers Service Commission
- v. A certificate in Computer Applications
- vi. Certificate of Good Conduct from the National Police Service



- vii. Valid medical report from a recognized government health facility.

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- i. Creative and innovative.
- ii. Professionalism and integrity
- iii. Relate well with children, parents and members of the society.

#### **Core Competencies**

- i. Team Player
- ii. Target setting.
- iii. Problem solving skills.
- iv. Organisational skills
- v. Ability to think creatively and constructively
- vi. Excellent communication skills.

### **10. JOB GROUPS AND APPOINTMENT DESIGNATIONS: DIPLOMA ECDE TEACHERS**

#### **1. ECDE TEACHER III JOB GROUP “H”**

This is the entry grade for teachers with Diploma in Early Childhood Development and Education. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth.

##### **(a) Duties and responsibilities.**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play.
- vi. Developing relevant play/learning materials for all learners.
- vii. Preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records.

##### **(b) Requirement for appointment**

#### **Direct Appointment**

For direct appointment to this grade, a candidate must be in possession of: -

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain), or its approved equivalent.

OR

- ii. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus), or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC or Ministry of Education or its approved equivalent
- iii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent
- iv. Registered by the Teachers Service Commission
- v. A certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal qualities;**

- i. Creative and innovative.
- ii. Professionalism and integrity
- iii. Relate well with children, parents and members of the society.
- iv. Modest and of sound mind

**Core Competences**

- i. Team player
- ii. Ability to think creatively and constructively
- iii. Excellent communication skill

**2. ECDE TEACHER II, JOB GROUP “J”**

**a) Duties and responsibilities:**

- i. Class teaching.
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners
- v. Designing, organizing and facilitating play/learning activities for learners.
- vi. Identifying, initiating, developing and facilitating play/learning activities that will enable learners enjoy living and learning through play.
- vii. Developing relevant play/learning materials for all learners.
- viii. Preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners’ progress and keeping professional records.
- ix. Enhancement of communication, pre-writing, pre-reading and number skills and experimentation.
- x. Participate in the mentorship of ECDE teacher trainees on internship at the centre.

**b) Requirement for appointment;**

**Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of **ECDE Teacher III** Job Group 'H' or a comparable and relevant position for at least 3 years.
- ii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- iii. Registered by the Teachers Service Commission
- iv. A Certificate in Computer applications
- v. Certificate of Good Conduct from the National Police Service
- vi. Valid medical report from a recognized government health facility.
- vii. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal qualities;**

- i. Creative and innovative.
- ii. Professionalism and integrity
- iii. Relate well with children, parents and members of the society.
- iv. Modest and of sound mind

**Core competences**

- i. Team player
- ii. Ability to think creatively and constructively
- iii. Excellent communication skills

**3. ECDE TEACHER I, JOB GROUP 'K'**

**a) Duties and responsibilities:**

- i. Class teaching.
- ii. Facilitate learning.
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Identifying learners with special needs and recommending necessary interventions.
- vii. Creating a child-friendly learning environment.
- viii. Identifying, initiating, developing and facilitating play/learning activities and materials for learners.
- ix. Participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities.
- x. Organising and maintaining professional records, ensuring children's security and safety and managing ECDE centres in liaison with the school administration.
- xi. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.

**(b) Requirement for appointment**

**Promotion:**

For promotion to this grade, a teacher must have;



- i. Served in the grade of **ECDE Teacher II** Job Group “J” or a comparable and relevant position for at least 3 years.
- ii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- iii. Registered by the Teachers Service Commission
- iv. A certificate in Computer applications
- v. Certificate of Good Conduct from the National Police Service
- vi. Valid medical report from a recognized government health facility.

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

**Core Competencies**

- i. Team player.
- ii. Target setting.
- iii. Problem solving.
- iv. Organisational skills
- v. Excellent communication skills.

**4. SENIOR ECDE TEACHER III, JOB GROUP ‘L’**

**(a) Duties and responsibilities**

- i. Class teaching
- ii. Facilitate learning.
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Identifying learners with special needs and recommending necessary interventions.
- vii. Creating a child-friendly learning environment.
- viii. Identifying, initiating, developing and facilitating play/learning activities and materials for learners.
- ix. Participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities.
- x. Organising and maintaining professional records and managing ECDE centres in liaison with the school administration.
- xi. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xii. In charge of the centre as the administrator.
- xiii. Professional mentoring and guidance to newly recruited ECDE teachers.

**(b) Requirement for appointment;**

**Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of ECDE Teacher I Job Group "K" or a comparable and relevant position for at least 3 years.
- ii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- iii. Registered by the Teachers Service Commission
- iv. A certificate in Computer applications
- v. Certificate of Good Conduct from the National Police Service
- vi. Valid medical report from a recognized government health facility.

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

**Core Competencies**

- i. Team player.
- ii. Target setting.
- iii. Problem solving.
- iv. Organisational skills
- v. Excellent communication skills.

**5. SENIOR ECDE TEACHER II JOB GROUP 'M'**

**(a) Duties and Responsibilities**

- i. Class teaching.
- ii. Facilitate learning.
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Identifying learners with special needs and recommending necessary interventions.
- vii. Creating a child-friendly learning environment.
- viii. Identifying, initiating, developing and facilitating play/learning activities and materials for learners.
- ix. Participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities.
- x. Organizing and maintaining professional records, ensuring children's security and safety and managing ECDE centres in liaison with the school administration.
- xi. Preparing materials for the induction of new ECDE teachers.

- xii. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xiii. Liaising with the Board of Management and administration in the management of ECDE Centres.
- xiv. Professional mentoring and guidance to newly recruited ECDE teachers.

**Note:** A Senior ECDE Teacher II may be deployed as a Programme Officer in a Sub-County Centre for Early Childhood Education (SCOCECE) and will be expected to:

- i. Participate in the professional development and capacity-building of ECDE teachers.
- ii. Be in charge of procurement
- iii. Be in charge of welfare and discipline
- iv. Ensure adequate care of material and equipment at the resource centres
- v. Maintain proper inventories of equipment and supplies entrusted to the centre.
- vi. Coordinate the resource requisition receipts and issue of the centre supplies entrusted to the centre
- vii. Coordinate ECDE data collection and submission to the County Director in charge of ECDE.

**(b) Requirement for appointment;**

**Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of Senior ECDE Teacher III Job Group “L” or a comparable and relevant position for at least 3 years.
- ii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- iii. A Certificate in supervisory management Course from a recognized government training institution
- iv. Registered by the Teachers Service Commission
- v. A Certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.
- viii. Shown merits and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

**Core Competencies**

- i. Team player.
- ii. Target setting.

- iii. Problem solving.
- iv. Organisational skills
- v. Excellent communication skills.

#### **7. SENIOR ECDE TEACHER I JOB GROUP 'N'**

This is the highest grade in this cadre for teachers with a Diploma in Early Childhood Development and Education.

##### **(a) Duties and responsibilities.**

- i. Class teaching.
- ii. Facilitate learning.
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Identifying learners with special needs and recommending necessary interventions.
- vii. Creating a child-friendly learning environment.
- viii. Identifying, initiating, developing and facilitating play/learning activities and materials for learners.
- ix. Participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities.
- x. Organizing and maintaining professional records and managing ECDE centres in liaison with the school administration.
- xi. Preparing materials for the induction of new ECDE teachers.
- xii. Inducting newly recruited ECDE teachers at the ward/sub-county.
- xiii. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xiv. Liaising with the Board of Management and administration in the management of ECDE Centres.
- xv. Undertake action research on ECDE
- xvi. Develop standard data collection tools.
- xvii. Supervise/compile data collection.

**Note:** A Senior ECDE Teacher I may be deployed as a Programme Officer in a Sub-County Centre for Early Childhood Education (SCOCECE) and will be expected to:

- i. Administer and manage early childhood programmes at Sub-County and community level.
- ii. Coordinate and liaise with the stakeholders in Early Childhood Development and Education.
- iii. Conduct professional development and capacity-building for Early Childhood Development and Education Teachers and other stakeholders.
- iv. Customize and disseminate county based (local) curriculum for Early Childhood Development and Education programme.
- v. Undertaking and coordinating research at Sub-County and Community level on Early Childhood Development and Education.
- vi. Monitoring and disseminating information on Early Childhood Development and Education programmes and projects.

- vii. Develop County based co-curricular programmes that cater for total development of learners under the age of eight (8) years.
- viii. Developing and providing prototypes of appropriate resource materials to local community and parents.
- ix. Creating and promoting awareness on early childhood needs and demands to the local community and parents.
- x. Mobilizing the community and parents to provide for the needs of holistic development of the child.
- xi. Establishing and maintaining a Sub-County Resource Centre for ECDE programmes.

**(b) Requirement for appointment**

**Promotion:**

For promotion to this grade, a teacher must have

- i. Served in the grade of **Senior ECDE Teacher II** Job Group “M” or a comparable and relevant position for at least 3 years.
- ii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- iii. A Certificate in supervisory management Course from a recognized government training institution
- iv. Registered by the Teachers Service Commission
- v. A certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.
- viii. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

**Core Competencies**

- i. Team player.
- ii. Target setting.
- iii. Problem solving.
- iv. Organisational skills
- v. Excellent communication skills.



## 1. GRADUATE ECDE TEACHER III JOB GROUP 'K'

This is the entry grade for graduate teachers in Early Childhood Development and Education. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth.

### a) Duties & Responsibilities

- i. Class teaching
- ii. Facilitate learning
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres
- vii. Developing relevant play/learning materials for all learners.
- viii. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records.
- ix. Assisting in planning the ECDE Centre programmes.
- x. Conducting research on ECDE.
- xi. Participating in stakeholder engagements in the ECDE sector.
- xii. Mobilizing and sensitizing communities on the need for ECDE
- xiii. Assisting in the implementation of the ECDE policy

### b) Requirements for Appointment

#### Direct Appointment

For direct appointment to this grade, a candidate must be in possession of: -

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus), or its approved equivalent.

OR

Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain) plus Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent

OR

Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (plus) and Certificate in Early Childhood Development Education offered by KNEC or Ministry of Education or its approved equivalent plus Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent

- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning.
- iii. Registered by the Teachers Service Commission
- iv. A Certificate in Computer applications
- v. Certificate of Good Conduct from the National Police Service

- vi. Valid medical report from a recognized government health facility.
- vii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

#### **Core Competencies**

- i. Team player.
- ii. Target setting.
- iii. Problem solving skills.
- iv. Organisational skills
- v. Excellent communication skills.

## **2. GRADUATE ECDE TEACHER II JOB GROUP 'L'**

### **a) Duties and Responsibilities.**

- i. Class teaching
- ii. Facilitate learning
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres
- vii. Developing relevant play/learning materials for all learners.
- viii. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records.
- ix. Assisting in planning the ECDE Centre programmes.
- x. Conducting research on ECDE.
- xi. Participating in stakeholder engagements in the ECDE sector.
- xii. Mobilizing and sensitizing communities on the need for ECDE
- xiii. Assisting in the implementation of the ECDE policy

### **b) Requirement for appointment Promotion:**

For promotion to this grade, a teacher must have: -

- i. Served in the grade of Graduate ECDE Teacher III Job Group "K" or a comparable and relevant position for at least 3 years.
- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning

- iii. A Certificate in Senior Management Course from a recognized government training institution.
- iv. A Certificate in Computer applications
- v. Registered by the Teachers Service Commission
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.
- ix. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

#### **Core Competencies**

- i. Team player.
- ii. Target setting.
- iii. Problem solving skills.
- iv. Organisational skills
- v. Excellent communication skills.

### **3. GRADUATE ECDE TEACHER I JOB GROUP**

#### **'M' a) Duties and Responsibilities**

- i. Class teaching
- ii. Facilitate learning
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners.
- iv. Preparing reports
- v. Ensuring the safety and security of the learners
- vi. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres
- vii. Developing relevant play/learning materials for all learners.
- viii. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records.
- ix. Planning and implementing the ECDE Centre programmes.
- x. Conducting research on ECDE.
- xi. Initiating stakeholder engagements in the ECDE sector.
- xii. Mobilizing and sensitizing communities on the need for ECDE
- xiii. Implementation of the ECDE policy
- xiv. Assist in the development and implementation of the strategic plan of the ECDE sector
- xv. Monitoring and evaluation of the ECDE programmes in the Ward/Sub-County

- xvi. Conduct professional development and capacity-building for early childhood teachers and other stakeholders
- xvii. Plan and budget for the ECDE play/learning materials and the feeding programme.
- xviii. Mentorship and counselling supervisory role over ECDE teachers in the county
- xix. Induction of new ECDE teachers
- xx. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.

**Note:** A Senior ECDE Teacher I Job Group 'M' may be deployed at the Sub-County Centre for Early Childhood Education (SCOCECE) in the area of :-

- a. ECDE Programmes
- b. ECDE Curriculum Implementation
- c. Community Mobilization
- d. Health & Nutrition
- e. ECDE Quality Assurance

**i) ECDE Programmes**

In the area of ECDE Programmes, a **Senior ECDE Teacher I** is expected to perform the following duties:

- i. Participate in the training of ECDE trainees in the Ward/Sub-County
- ii. In charge of welfare and discipline
- iii. Ensure adequate care of materials and equipment in the SCOCECE maintaining proper inventories of equipment and supplies entrusted to the centre.
- iv. Coordinating the SCOCECE requisitions, receipts and issues of the centre's supplies and stores.
- v. Coordinating ECDE data collection and submission to the County Director – ECDE.

**ii) ECDE Curriculum Implementation**

In the area of ECDE Curriculum Implementation, a Graduate ECDE Teacher I is expected to perform the following additional duties:-

- i. Participating in the training of ECDE trainees at the Ward/Sub-County
- ii. Ensuring the schemes of work, lesson plans and lesson notes are developed and used in the course of training.
- iii. Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County.
- iv. Coordinating basic research and supervise ECDE teacher trainees' research projects in the Ward/Sub-County.

- v. Advising on the appropriate course materials and equipment required for the training.

### **iii) Community Mobilization, Health & Nutrition**

In the area of Community Mobilization, a Graduate ECDE Teacher I is expected to perform the following additional duties: -

- i. Participating in the training of ECDE Trainees at the centre.
- ii. Organizing community mobilization and capacity building meetings.
- iii. Coordinating parental education meetings.
- iv. Initiating income generating activities and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes.
- v. Linking with the County Department of Health on growth, monitoring and promotion, immunization campaigns.
- vi. Linking with the Ministry of Water to ensure the supply of water to the ECDE Centres
- vii. Linking with the Children's Department for child protection matters and birth registration
- viii. Collaborating with the relevant authorities and stakeholders on advocacy of children's rights.

### **iv) ECDE Quality Assurance**

In the area of ECDE Quality Assurance, a Graduate ECDE Teacher I is expected to perform the following duties: -

- i. Carry out standard assessments to ensure proper curriculum implementation and compliance to teaching standards in the ECDE Centres.
- ii. Carry out ECDE teachers' appraisals in the Ward/Sub-County.
- iii. Design, develop and implement standard tools for ECDE data collection.
- iv. Monitor compliance with the regulatory requirements in the ECDE sector
- v. Monitor and evaluate ECDE programmes.
- vi. Generate regular reports so as to give feedback.
- vii. Participate in the assessment for the registration of ECDE centres.

### **(b) Requirements for Appointment**

#### **Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of Graduate ECDE Teacher II Job Group "L" or a comparable and relevant position for at least 3 years
- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning.
- iii. A Certificate in Senior Management Course from a recognized government training institution.



- iv. Registered by the Teachers Service Commission
- v. A certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
- ix. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

#### **Core Competencies**

- i. Team player
- ii. Target setting
- iii. Problem solving skills
- iv. Organisational skills
- v. Excellent communication and interpersonal skills
- vi. Managerial skills
- vii. Negotiation and conflict resolution skills
- viii. Ability to work under pressure

### **4. PRINCIPAL GRADUATE ECDE TEACHER II JOB GROUP 'N'**

#### **a) Duties and responsibilities**

- ix. Class teaching
- x. Facilitate learning
- xi. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres
- xii. Developing relevant play/learning materials for all learners.
- xiii. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records.
- xiv. Coordinate planning and implementation of ECDE Centre programmes.
- xv. Conducting research on ECDE.
- xvi. Engaging stakeholder in the ECDE sector.
- xvii. Mobilizing and sensitizing communities on the need for ECDE
- xviii. Implementation of the ECDE policy
- xix. Developing and implementing the strategic plan of the ECDE sector
- xx. Monitoring and evaluation of the ECDE programmes in the Ward/Sub-County

- xxi. Conduct professional development and capacity-building for early childhood teachers and other stakeholders
- xxii. Plan and budget for the ECDE play/learning materials and the feeding programme.
- xxiii. Mentorship and counselling supervisory role over ECDE teachers in the county
- xxiv. Induction of new ECDE teachers
- xxv. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xxvi. Interpretation and implementation of the ECDE policy
- xxvii. Preparation and costing of annual Work plans
- xxviii. Prepare monthly, quarterly and annual reports on the ECDE sector
- xxix. Developing sub-county-based programmes that cater for the total development of children less than eight (8) years.
- xxx. Effective management of the Sub-County Resource Centre for ECDE programmes.

**Note: A Principal Graduate ECDE Teacher II may be deployed at the Sub-County Centre for Early Childhood Education (SCOCECE) in the areas of: -**

- i. ECDE Programmes
- ii. ECDE Curriculum Implementation
- iii. Community Mobilization
- iv. Health & Nutrition
- v. ECDE Quality Assurance
  - a) ECDE Programmes

In the area of ECDE Programmes, a **Principal Graduate ECDE Teacher II** is expected to perform the following duties:

- i. Guiding and coordinating the training of ECDE trainees in the Ward/Sub-County
- ii. Prepare the annual procurement plan for the ECDE Centres.
- iii. In charge of welfare and discipline
- iv. Ensure adequate care of materials and equipment in the SCOCECE maintaining proper inventories of equipment and supplies entrusted to the centre.
- v. Coordinating the SCOCECE requisitions, receipts and issues of the centre's supplies and stores.
- vi. Coordinating ECDE data collection and submission to the County Director – ECDE.

**b) ECDE Curriculum Implementation**

In the area of ECDE Curriculum Implementation, a **Principal Graduate ECDE Teacher II** is expected to perform the following additional duties: -

- i. Guiding and coordinating the training of ECDE trainees at the Ward/Sub-County.
- ii. Ensuring the schemes of work, lesson plans and lesson notes are developed and used in the course of training.

- iii. Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County.
- iv. Coordinating basic research and supervise ECDE teacher trainees' research projects in the Ward/Sub-County.
- v. Advising on the appropriate course materials and equipment required for the training.

**c) Community Mobilization, Health & Nutrition**

In the area of Community Mobilization, a **Principal Graduate ECDE Teacher II** is expected to perform the following additional duties: -

- i. Guiding and coordinating the training of ECDE Trainees at the centre.
- ii. Organizing community mobilization and capacity building meetings.
- iii. Coordinating parental and community education meetings on health and nutrition.
- iv. Linking with the Ministry of Water to ensure the supply of water to the ECDE Centres
- v. Linking with the Children's Department for child protection matters and birth registration
- vi. Overseeing the ECDE Centres' feeding programme.
- vii. Overseeing the implementation of income generating programmes and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes.
- viii. Linking with the County Department of Health on promotion and monitoring of immunization campaigns in ECDE Centres.
- ix. Collaborating with the relevant authorities and stakeholders on advocacy of children's rights.
- x. Monitoring and disseminating information on early childhood programme and projects.

**d) ECDE Quality Assurance**

In the area of ECDE Quality Assurance, a **Principal Graduate ECDE Teacher II** is expected to perform the following duties: -

- i. Planning and coordinating standard assessments in ECDE Centres.
- ii. Organizing ECDE teachers' bi-annual appraisals in the Ward/Sub-County.
- iii. Design, develop and implement standard tools for ECDE data collection.
- iv. Evaluating compliance levels with the regulatory requirements in the ECDE sector in regular intervals.
- v. Monitor and evaluate ECDE programmes.
- vi. Generate regular reports so as to give feedback.
- vii. Monitoring the compliance for the registration of ECDE centres.

**b) Requirements for Appointment**

**Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of **Graduate ECDE Teacher I** Job Group "M" or a comparable and relevant position for at least 3 years.

- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning
- iii. A Certificate in Senior Management Course from a recognized government training institution
- iv. Registered by the Teachers Service Commission
- v. A certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
- ix. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

#### **Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

#### **Core Competencies**

- i. Team player
- ii. Target setting
- iii. Problem solving skills
- iv. Organisational skills
- v. Excellent communication and interpersonal skills
- vi. Managerial skills
- vii. Negotiation and conflict resolution skills
- viii. Ability to work under pressure

### **5. PRINCIPAL GRADUATE ECDE TEACHER I/ASSISTANT DIRECTOR JOB GROUP 'P'**

#### **a) Duties and Responsibilities**

- i. Class teaching
- ii. Facilitate learning
- iii. Coordinate planning and implementation of ECDE Centre programmes.
- iv. Conducting research on ECDE.
- v. Engaging stakeholder in the ECDE sector.
- vi. Mobilizing and sensitizing communities on the need for ECDE
- vii. Participate in the preparation, implementation and review of the ECDE policy
- viii. Developing and implementing the strategic plan of the ECDE sector
- ix. Monitoring and evaluation of the ECDE programmes in the Ward/Sub-County
- x. Conduct professional development and capacity-building for early childhood teachers and other stakeholders

- xi. Plan and budget for the ECDE play/learning materials and the feeding programme.
- xii. Mentorship and counselling supervisory role over ECDE teachers in the county
- xiii. Induction of new ECDE teachers
- xiv. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xv. Interpretation and implementation of the ECDE policy
- xvi. Preparation and costing of annual work plans
- xvii. Prepare monthly, quarterly and annual reports on the ECDE sector
- xviii. Developing sub-county-based programmes that cater for the total development of children less than eight (8) years.
- xix. Effective management of the Sub-County Resource Centre for ECDE programmes.

**Note:** A Principal Graduate ECDE Teacher I/Assistant Director may be deployed at the County Headquarters as the overall in charge of the following: -

- i. ECDE Programmes (including COCECE)
  - ii. ECDE Curriculum Implementation
  - iii. Community Mobilization, Health & Nutrition
  - iv. ECDE Quality Assurance
- a) **ECDE Programmes**
    - i. Guiding and coordinating the training of ECDE trainees in the Ward/Sub-County
    - ii. Prepare the annual procurement plan for the ECDE Centres.
    - iii. In charge of welfare and discipline
    - iv. Ensure adequate care of materials and equipment in the COCECE maintaining proper inventories of equipment and supplies entrusted to the centre.
    - v. Coordinating the COCECE requisitions, receipts and issues of the centre's supplies and stores.
    - vi. Coordinating ECDE data collection and submission to the County Director – ECDE.
  - b) **ECDE Curriculum Implementation**
    - i. Guiding and coordinating the training of ECDE trainees at the Ward/Sub-County.
    - ii. Ensuring the schemes of work, lesson plans and lesson notes are developed and used in the course of training.
    - iii. Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County.
    - iv. Coordinating basic research and supervise ECDE teacher trainees' research projects in the Ward/Sub-County.
    - v. Advising on the appropriate course materials and equipment required for the training.
  - c) **Community Mobilization, Health & Nutrition**
    - i. Guiding and coordinating the training of ECDE Trainees at the centre.
    - ii. Organizing community mobilization and capacity building meetings.
    - iii. Coordinating parental and community education meetings on health and nutrition.
    - iv. Linking with the Ministry of Water to ensure the supply of water to the ECDE Centres



- v. Linking with the Children’s Department for child protection matters and birth registration
- vi. Overseeing the ECDE Centres’ feeding programme.
- vii. Overseeing the implementation of income generating programmes and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes.
- viii. Linking with the County Department of Health on promotion and monitoring of immunization campaigns in ECDE Centres.
- ix. Collaborating with the relevant authorities and stakeholders on advocacy of children’s rights.
- x. Monitoring and disseminating information on early childhood development and education programmes and projects.

**d) ECDE Quality Assurance**

- i. Planning and coordinating standard assessments in ECDE Centres.
- ii. Organizing ECDE teachers’ bi-annual appraisals in the Ward/Sub-County.
- iii. Design, develop and implement standard tools for ECDE data collection.
- iv. Evaluating compliance levels with the regulatory requirements in the ECDE sector in regular intervals.
- v. Monitor and evaluate ECDE programmes.
- vi. Generate regular reports so as to give feedback.
- vii. Monitoring the compliance for the registration of ECDE centres

**(b) Requirements for Appointment**

**Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of **Principal Graduate ECDE Teacher 1** Job Group “N” or a comparable and relevant position for at least 3 years.
- ii. Degree in Early Childhood Development Education offered by a recognized institution of higher learning.
- iii. A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university as an added advantage.
- iv. A Certificate in Senior Management Course lasting no less than four (4) weeks from a recognized government training institution.

**Registered by the Teachers Service Commission**

- v. A Certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility.
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
- ix. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal Qualities**

- Modest and of sound mind
- Relate well with children, parents and members of the society.

- Creative and innovative.
- Professionalism and integrity

#### **Core Competencies**

- Team player
- Target setting
- Problem solving skills
- Organisational skills
- Excellent communication and interpersonal skills
- Managerial skills
- Negotiation and conflict resolution skills
- Ability to work under pressure

### **6. SENIOR GRADUATE PRINCIPAL ECDE TEACHER/DEPUTY DIRECTOR JOB GROUP 'Q'**

#### **a) Duties and Responsibilities**

- i. Class teaching
- ii. Facilitate learning
- iii. Coordinate planning and implementation of ECDE Centre programmes.
- iv. Conducting research on ECDE.
- v. Engaging stakeholder in the ECDE sector.
- vi. Mobilizing and sensitizing communities on the need for ECDE
- vii. Participate in the preparation, implementation and review of the ECDE policy
- viii. Developing and implementing the strategic plan of the ECDE sector
- ix. Monitoring and evaluation of the ECDE programmes in the Ward/Sub-County
- x. Conduct professional development and capacity-building for Early Childhood Development and Education teachers and other stakeholders
- xi. Plan and budget for the ECDE play/learning materials and the feeding programme.
- xii. Mentorship and counselling supervisory role over ECDE teachers in the county
- xiii. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xiv. Interpretation and implementation of the ECDE policy
- xv. Preparation and costing of annual Work plans
- xvi. Coordinating monthly, quarterly and annual monitoring and evaluation reports on the ECDE sector for the County.
- xvii. Developing County-based programmes that cater for the total development of children less than eight (8) years.
- xviii. Effective management of the County Resource Centre for ECDE programmes.

**Note:** A Senior Principal Graduate ECDE Teacher/Deputy Director may be deployed as a Senior Program Officer in a County Centre for Early Childhood Education (COCECE) or as a Deputy Director and will be responsible for:

- i. Administering and managing early childhood programmes at county and community level.
- ii. Coordinating and liaising with the stakeholders in Early Childhood Development and Education.
- iii. Organizing professional development, capacity-building and resource development courses for early childhood teachers and other stakeholders
- iv. Customizing county based (local) curriculum for Early Childhood Development and Education programme
- v. Identifying, designing, undertaking and coordinating research at County and community level on Early Childhood Development and Education
- vi. Monitoring and disseminating information on Early Childhood Development and Education programme and projects.
- vii. Documenting and disseminating information on Early Childhood Development and Education programmes.
- viii. Acting as link between the Sub-Counties, local agencies and community on ECDE policy interpretation and implementation.
- ix. Managing the County Resource Centre for ECDE programmes.

#### **(b) Requirements for Appointment**

##### **Promotion**

For promotion to this grade, a teacher must have;

- i. Served in the grade of **Principal Graduate ECDE Teacher I** Job Group “P” or a comparable and relevant position for at least 3 years.
- ii. Degree in Early Childhood Development Education offered by a recognized institution of higher learning.
- iii. A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university will be an added advantage.
- iv. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized government training institution.
- v. Registered by the Teachers Service Commission
- vi. A Certificate in Computer applications
- vii. Certificate of Good Conduct from the National Police Service
- viii. Valid medical report from a recognized government health facility.
- ix. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010

- x. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

**Personal Qualities**

- Modest and of sound mind
- Relate well with children, parents and members of the society.
- Creative and innovative.
- Professionalism and integrity

**Core Competencies**

- Team player
- Target setting
- Problem solving skills
- Organisational skills
- Excellent communication and interpersonal skills
- Managerial skills
- Negotiation and conflict resolution skills
- Ability to work under pressure

**7. CHIEF PRINCIPAL GRADUATE ECDE TEACHER/ DIRECTOR JOB GROUP 'R'**

**(a) Duties and Responsibilities**

This is the highest grade in this cadre. Duties and responsibilities entail:

- i. Class teaching.
- ii. Facilitate learning.
- iii. Preparing policy papers on ECDE in the County.
- iv. Coordinating the harmonization and implementation of ECDE policies in the County.
- v. Programme-based budgeting of ECDE programmes in the County.
- vi. Drawing the County procurement plan of County ECDE programmes.
- vii. Preparing responses on ECDE matters for the Chief Officer in respect of County Assembly enquiries.
- viii. Coordinate planning and implementation of ECDE Centre programmes.
- ix. Engaging stakeholders in the ECDE sector.
- x. Participate in the preparation, implementation and review of the ECDE policy
- xi. Developing and implementing the strategic plan of the ECDE sector
- xii. Monitoring and evaluation of the ECDE programmes in the County
- xiii. Coordinate professional development and capacity-building for early childhood teachers and other stakeholders
- xiv. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xv. Coordinating the preparation and costing of annual County ECDE Workplan.
- xvi. Coordinating monthly, quarterly and annual monitoring and evaluation reports on the ECDE sector for the County.

**Note:** A Chief Principal Graduate ECDE Teacher may be deployed as a Chief Principal Program Officer in a fully-fledged County Centre for Early Childhood Education (COCECE) offering ECDE Diploma course or as a County Director in charge of ECDE and will be responsible for: -

- i. Managing early childhood programmes at county and community level.
- ii. Coordinating and liaising with the stakeholders in Early Childhood Development and Education.
- iii. Coordinating professional development, capacity-building and resource development courses for early childhood teachers and other stakeholders
- iv. Customizing county based (local) curriculum for ECDE.

- v. Coordinating research at County and community level on Early Childhood Development and Education
- vi. Disseminating information on early childhood programme projects.
- vii. Documenting and disseminating information on Early Childhood Development and Education programmes.
- viii. Acting as link between the Sub-Counties, local agencies and community on Managing the County Resource Centre for ECDE programmes.



## **(b) Requirements for Appointment**

### **Promotion:**

For promotion to this grade, a teacher must have;

- i. Served in the grade of **Senior Principal Graduate ECDE Teacher** Job Group “Q” or a Comparable and relevant position for at least 3 years.
- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning.
- iii. A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university will be an added advantage.
- iv. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized government training institution.
- v. Registered by the Teachers Service Commission
- vi. A Certificate in Computer applications
- vii. Certificate of Good Conduct from the National Police Service
- viii. Valid medical report from a recognized government health facility.
- ix. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
- x. Shown merit and ability as reflected in work performance and results

In addition to the above requirements, an ECDE Teacher must have the following:

### **Personal Qualities**

- i. Modest and of sound mind
- ii. Relate well with children, parents and members of the society.
- iii. Creative and innovative.
- iv. Professionalism and integrity

## Core Competencies

- i. Team player
- ii. Target setting
- iii. Problem solving skills
- iv. Organisational skills
- v. Excellent communication and interpersonal skills
- vi. Managerial skills
- vii. Negotiation and conflict resolution skills
- viii. Ability to work under pressure