

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Teaching Aid Specialist (LR)	Salary Grade	11
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Curriculum Learning and Management Division - LRMDs
Reports to	Librarian II	Effectivity Date	
Positions Supervised	Administrative Assistant II		
JOB SUMMARY			
To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.)			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Education or its equivalent		
Experience	None required		
Eligibility	PBET: Teacher Career Service Professional (Second level eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
LR Teams	<ul style="list-style-type: none"> • Provide support in coordinating the formation of the LR Development Teams of the regional office. • Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team. • Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.
LR Technical Competencies	<ul style="list-style-type: none"> • Searches and maintains a “Directory of Human Resource” with LR required skills (writers, editors, illustrators, creative and lay out artists, etc.) to provide LR Development teams with ready pool of resources as needed. • Coordinates and prepares a draft of the Terms of References of talent and service providers for the LR Development Teams. • Coordinates and prepares the draft Contracts for sourced talents and service providers. • Coordinates the needs and requirements of contracted service providers to follow through fulfillment of TOR/ contract and payment for their service.
Technical Assistance	<ul style="list-style-type: none"> • Gather data and provide initial analysis as inputs to TA needs with regard the LRMS and plans to improve access to learning resources of schools division and schools. • Provide technical support in the delivery of interventions to respond to the LR needs of schools division