

## JOB DESCRIPTION

## CURRICULUM DEVELOPMENT OFFICER

<b>Position:</b> Curriculum Development Officer	<b>Supervisor:</b> Manager, BTEC
<b>Department/Unit:</b> BTEC	<b>Level:</b> L4 - Officer
<b>Location:</b> Belize City	<b>Last Revised:</b> November, 2025
<p><b>PRIMARY FUNCTION:</b></p> <p>The Curriculum Development Officer is responsible for developing comprehensive, industry-aligned curriculum for BTEC's training programmes. The role involves designing course frameworks, producing learning materials and modules, integrating appropriate instructional tools, and evaluating curriculum effectiveness for continuous improvement. The Officer works in close coordination with the BTEC Manager, Training &amp; Recruitment Officer, and external partners including TVET's and client organizations to ensure training offerings meet workforce and employer needs.</p>	
<p><b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES:</b></p> <p><u>Curriculum Development</u></p> <ol style="list-style-type: none"> <li>1. Collaborate both internally with the Manager and Training &amp; Recruitment Officer, and externally with TVET's and client enterprises to develop relevant on-demand training programmes;</li> <li>2. Develop and implement new and innovative training delivery methods relevant to participant needs;</li> <li>3. Ensure that training programmes operate within the requirements of curriculum assessment and examination regulations, and in accordance with MOE;</li> <li>4. Collaborate with the Training &amp; Recruitment Officer to ensure that training handbooks/manuals are available and up to date for all programmes;</li> <li>5. Collaborate with the Manager to develop annual curricular goals, targets, and outlines for new curricula that meet industry training demands;</li> <li>6. Manage and revise courses and course materials to reflect the changing needs of client-enterprise;</li> </ol>	

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7. Facilitate the work of trainers/instructors and outside facilitators (subject matter experts) to deliver course content that is consistent with the institute's instructional mission and goals;
8. Manage multiple training development curricula simultaneously by prioritizing deadlines and utilizing time management;

*Curriculum Analyst*

9. Collaborate with the Manager and TRO to development and implement an industry needs assessment system, stakeholder consultations and end-of-course-satisfaction surveys, so as to continually assess, trend, and analyze learning needs of employees and develop programs to match these needs;
10. Research, assess, design and implement the most appropriate training delivery methods;
11. Prepare assessment reports (quarterly and end-of-training) on the impact of the training programmes and on the unit annual key performance indicators;
12. Participate in curriculum evaluation, planning, and research related to curriculum quality, impact, and effectiveness;
13. Develop and implement a robust quality assurance review process of all existing and new training programs;

*Other Tasks Assigned*

14. Any other duties assigned by the Manager.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience**

- Bachelor's degree in Curriculum Development & Instruction, Education Administration, or any other research related field.
- Minimum of two (2) years of relevant experience
- Second language is a requirement, preferably Spanish

**JOB DESCRIPTION****Knowledge/Skills/Attitudes**

- Knowledge of current techniques and procedures used in the design and development of curriculum.
- Ability to produce learning materials to include facilitator/instructor and participants manuals.
- Good computer (Microsoft office) and presentation skills.
- Ability to communicate effectively both oral and written; research, develop, present and promote projects.
- Ability to manage multiple tasks in a dynamic, deadline - driven environment.
- Good organization skills and time management skills; ability to be flexible and solve problems.
- Ability to evaluate instructional programs and teaching effectiveness.
- Ability to evaluate the effectiveness of programs and make recommendations for improvement
- Strong proofreading skills to produce error-free documents.
- Strong communication, public relations, and interpersonal skills.
- Ability to mentor and train facilitators.
- Ability to hold high standards of professionalism, while also offering support and maintaining positive relationships.
- Strong project management skills
- Team player with positive attitude, sense of humor, energy, and dedication to collaboration.
- Valid driver's license

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB DESCRIPTION****Beltraide**

While performing the duties of this job, the incumbent is regularly required to sit and reach with hands and arms. The incumbent is occasionally required to walk, use hands or finger, handle, or feel objects, tools or controls, stoop, kneel, crouch and talk or hear.

The incumbent must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The incumbent will have his/her own office area and will be equipped with standard office equipment. The office will be at a moderate temperature with a noise level of low to moderate. The incumbent is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to BELTRAIDE.