



## Job profile and application procedure

### Director Expertise Center Education Care - Saba

(full time, scale 13-14 OOP BES)

Expertise Center Education Care, located on the island of Saba, has a vacancy for a new director starting 1 juni 2026 or sooner if possible. Are you passionate about inclusive education and special educational needs? Do you have strong communication skills and a warm, professional approach? Are you a connector as well as a strategic thinker? And do you have experience in working in a multi-cultural environment? Then this unique leadership opportunity might be for you!

#### About the Expertise Center Education Care

Expertise Center Education Care (EC2) on Saba provides specialized support to children and young people from ages 0 to 23. EC2 works closely with day care centers, primary and secondary schools, BSO, and after-school care. The total number of students on Saba is approximately 300.

The EC2 team supports students, teachers, and families. The team works with and for pupils who experience issues with behavior, learning, communication, physical, and/or social-emotional development. When a school's Care Coordinator requests assistance, EC2 can:

- give counseling to the student;
- offer specialized, supportive activities to students with special needs during and after school;
- observe the student and give recommendations to teachers and parents;
- perform action-oriented diagnostics;
- offer ambulatory guidance to the teacher and possibly parents;
- facilitate professionalization of stakeholders within the school;
- support the parents at home.

#### The team

The dedicated, multi-disciplinary team consists of 10 professionals with different nationalities and cultural backgrounds. The team is driven by the belief that learning starts with the child's interest that facilitates their unique potential. Their love for students and passion for supporting their growth shape everything they do. Each specialist takes pride in their work, and the commitment of the team pushes EC2 forward. The children's progress - every small step, every smile, every moment of growth - motivates them daily. By working closely with teachers, the team helps create the best possible learning environment, united in their dedication to each child's development.



### **The role of the EC2 director on Saba**

The director of EC2 carries a wide range of responsibilities aimed at ensuring strong, inclusive, and high-quality support for all children and young people on Saba. In this role, you lead and strengthen a well-coordinated education care system that provides continuous support from early childhood through young adulthood. You are responsible for implementing and safeguarding inclusive education policies, working closely with the EC2 team and board to promote meaningful education for every student. Also, you play an active role in developing EC2 towards an island-wide institute for the development of children.

Clear, respectful communication with families, schools, and community partners is essential, as is the ability to balance urgent needs with long-term planning in a small-island context. Building strong relationships with stakeholders and maintaining a reliable, professional network are central to the role.

As a manager, you guide and support the EC2 team while fostering a positive and collaborative work environment. You can identify the needs of single team members and act accordingly. You coordinate care services to ensure equal opportunities for all students and help the team thrive by encouraging cooperation and shared expertise. You advise the board and external partners, manage the budget with financial transparency, and work to strengthen job structures and proper contracting. In addition, you actively explore opportunities for additional funding, grants, and subsidies to support and expand EC2's services. Monitoring and improving quality through a structured system, and enhancing cooperation with all involved organizations, are key elements of effective leadership.

Educational responsibilities include developing and executing the multi-year Education Care Plan for Saba, promoting practical support across the island's schools, and planning for both short- and long-term educational needs. You oversee assessments and placement testing, and ensure that the team receives ongoing training and professional development to maintain high standards of care and expertise.

Together, these tasks position the director as a central force in shaping and sustaining an effective and inclusive education care system for Saba.

### **The ambition for the coming years**

EC2's goal is to become the flagship for child safety and development in Saba. In the coming years, EC2's focus is to help every child and adolescent develop essential life and learning skills, build confidence, and become as independent as possible. This includes supporting academic growth, daily-life functioning, and meaningful participation in social and extracurricular activities.

To achieve this, EC2 will strengthen its systems, processes, and policies while building a shared vision that promotes cohesion within the team and long-term sustainability for the organization. EC2 aims to further expand its expertise and develop into the island's central hub for special needs support, ensuring that all children and youth receive professional, high-quality services that meet their diverse needs.



Collaboration will play a key role: EC2 will continue working closely with parents, teachers, daycare, SHS, and SCS, as well as with community stakeholders and the ministry. By improving communication, sharing expertise, and building trust across partners, EC2 will help create stronger learning environments and ensure a coordinated approach to each child's development.

As a director, you play a leading, connecting, and coaching role in achieving EC2's goals. You guide and support the team while fostering a positive and collaborative work environment, and promote equal opportunities for all students. You advise the board and external partners and manage the budget with transparency.

You also take a strategic role in connecting with external stakeholders. You maintain an overview of the social map of Saba and other islands in the region and are prepared to engage in the necessary discussions about missing facilities. Together with the board, you develop the appropriate governance structure and ensure that EC2 aligns with it effectively. Monitoring and improving quality through structured systems, building strong stakeholder relationships, and promoting professional development for the team are central to your role, ensuring EC2 continues to grow as the island's key resource for children with special needs.

### **Work and life on Saba**

Working on Saba means living in a close-knit island community, where social life is shaped by high social density and limited anonymity. People rely on one another, and informal social norms can play a stronger role than formal structures. While access to healthcare, other facilities and even groceries can be limited, the island offers a safe environment with strong community bonds. Saba offers various activities, such as hiking and diving, but also many different groups and organized activities. The people are warm, supportive, and welcoming - making it an ideal place for those who thrive in a setting built on trust, connection, and the enjoyment of the Caribbean's nature and climate.

### **Professional and personal qualities that we are looking for**

- A master's degree in (special) pedagogy or educational sciences
- A minimum of 5 years of experience in (special) educational leadership
- Familiarity with Saba's care system (based on the Dutch model)
- Strong communication and collaboration skills
- Fluent in English and Dutch
- Experience in cross-cultural dialogue
- Environmental awareness and cultural sensitivity
- Creative mindset with the ability to maximize resources
- Strategic thinking and acting
- Strong networking abilities
- Open and of high integrity
- Discreet and able to maintain confidentiality
- Independent and proactive



### What we offer

- A full-time position (40 hours/week)
- Salary scale 13 or 14 OOP BES (Onderwijs Ondersteunend Personeel BES)
- Vacation allowance, end-of-year bonus, Saba allowance
- A dynamic work environment where you can have a genuine impact on child development and safety
- A position for an experienced leader with a heart for inclusion
- A team of 10-13 dedicated professionals
- Living on a small island with a strong sense of community

### More information

Buro Hebe provides the professional support for this recruitment and selection process. More information about EC2 is to be found on [Facebook](#). For additional information and / or questions, feel free to contact Evelien Ketelaar or Joanne Klumpers via [info@burohebe.nl](mailto:info@burohebe.nl).

### Application

EC2 is open to applications from candidates who want to commit to Saba and EC2 for a minimum of three years. After several changes in the team and management in recent years, it is important that the new director commits to a minimum tenure of three years to continue building EC2 and strengthening collaboration with partners. If you want to apply, please send your motivation letter and CV (including references) to Quirine Hakkaart (Chair of the EC2 Board) via [info@burohebe.nl](mailto:info@burohebe.nl), or use the application button on the website of Buro Hebe. The application deadline is 16 January 2026.

### Pre-selection and selection interviews

In the pre-selection process, you will be approached by the advisor from Buro Hebe for an exploratory conversation, aimed at gaining more insight into your interests and experience. On January 21st 2026, the Selection Committee of EC2 will determine which candidates are invited for a first interview.

Two rounds of online selection interviews with the Selection Committee will take place:

- The first round of interviews on January 29<sup>th</sup> 2026;
- The second round of interviews on February 4<sup>th</sup> 2026.
- The advisor from Buro Hebe will act as an independent moderator in these interviews.
- Candidates who are called for a second interview will be asked to participate in an assessment. References will also be requested at this stage.

### Introduction on Saba, employment terms and appointment decision

If there is a match between you and EC2, based on the online interviews, you will be invited to meet the board and the team on Saba. During this introductory visit, the employment terms will also be discussed. After the visit, you and the Selection Committee will make a final appointment decision.