

## Curriculum Vitae

1. **Title:** Mr.

2. **Personal Data:**

**Surname:** OFOSU-DWAMENA

**Other Name(s):** ERIC

**Gender:** Male

**Date of Birth:** 20<sup>th</sup> October 1961

**Marital Status:** Married

**Address:** Department of Educational Foundations, School of Education and Life-Long Learning, University of Education, Winneba, P. O. Box 25, Winneba. C/R.

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**Languages Spoken and/or Written:** English, Akan (Twi).

3. **\*Personal Profile: A summary of experiences and expertise:**

Professionally qualified with 39 years experience in teaching and training in basic, secondary and higher education; quality supervision and monitoring of teacher mentors and student teachers, and supervision and assessment of theses, dissertations and project work of students. Accomplishments in these areas include independent research and development; implementation, monitoring and evaluation, and needs assessment surveys in teacher education. Other achievements are the management of human and material resources, formulation and development of new products, capacity building of faculty, and report writing.

4. **Education (beginning with newest to oldest):**

<i>Start and End Dates</i>	<i>Name of Institution Attended</i>	<i>Qualification/Certificate</i>
2014 – Date	University of Cape Coast, Cape Coast	Doctor of Philosophy Degree (Ongoing)
2001 – 2005	University of Cape Coast, Cape Coast	M. Phil (Edu. Admin) Degree
1993 – 1998	University of Cape Coast, Cape Coast	B. Ed. (Hons) Degree
1988 – 1991	Advanced Teachers' Training College, Winneba	Diploma in Education (Mathematics minor)
1981 – 1984	Presby. Training College, Akropong-Akwapim	Teacher's Cert. 'A' (3-Year Post-Sec)

5. **Career History (beginning with newest to oldest):**

<i>Start and End Dates</i>	<i>Name of Institution</i>	<i>Position/Title</i>
August 2020 – July 2021	University of Education, Winneba	Graduate Coordinator, Department of Educational Foundations.
August 2019 – July 2020	University of Education, Winneba	Coordinator, Educational Resource Centre
August 2018 – July 2019	University of Education, Winneba	Coordinator, Educational Resource Centre
Sept 2016 to date	University of Education, Winneba	Senior Lecturer
Sept 2008 – Aug 2016	University of Education, Winneba	Coordinator, Student Internship Programme

Aug 2015 – July 2016	University of Education, Winneba	Hall Fellow, Ghartey Hall
Mar 2007 – July 2008	University of Education, Winneba	Internship & Data Management Officer
2009 to date	Centre for Distance Education, UEW	Winneba/Techiman Centre. Course Tutor,
2009 to date	Centre for Distance Education, UEW	Winneba/Techiman Centre. Assistant Examiner
2005 – 2007	Presby Training College, Abetifi	Vice Principal (Academic)
2005 – 2007	Presby Training College, Abetifi	Chairman, Academic Committee
2004 – 2007	Kwahu South District, Mpraeso	Member: District Teacher Support Team, (Mathematics),

**Responsibilities:**

- Lecturing; Theses/Dissertation, Long Essay/Project work Supervisor; Internal Assessor: MPhil/M.Ed. (Theses/Dissertation/ Long Essay/Project work in Education).
- Tutoring and assessing M.Ed. in Mentorship students' coursework,
- Tutoring and assessing B.Ed. and Diploma Education students' coursework,
- Internship and Data Management Officer of the Student Internship Programme (SIP), Facilitator of teacher-mentors and supervisors SIP training, Evaluated and analysed mentorship training workshops, Overseeing the assessment of internship students, Promoted the work of CETDAR and participated in pre- and post-internship-activities-of-students
- Vice Principal (Academic): led on such areas as curriculum development, timetabling, tracking, and analysis of results/data, behaviour management, pastoral care, external relations and community links, staff development, training and induction. I was centrally involved in the overall leadership and management of the college and helped to establish a college culture that was both nurturing and rigorous.
- Member of the District Teacher Support Team: Used regular assessments to monitor progress and set targets, and responded accordingly to the results of such monitoring.

**6. Professional Development**

**a. Training Sessions**

<i>Start and End Dates</i>	<i>Course Title</i>	<i>Location</i>	<i>Title of paper (if any)</i>
Jan 17 – 21, 2022	Workshop for UEW Lecturers Embarking on Internship Supervision	Gloriaka Hotel, Winneba	Assessment Tools and Procedures for the Internship Supervision (Facilitator)
Jan 12 – 28, 2016	UEW Lecturers' Workshop	ICT Laboratory South Campus, University of Education, Winneba, Ghana	Pre- & Post-Observation Conferences/Assessment Instrument (Facilitator)
Jan 13/14, 2010	“The Intern Record Book”. Workshop organised by the Centre for Teacher Development and Action Research and the Centre for Continuing Education, IEDE. University of Education, Winneba, Ghana	Central Campus, University of Education, Winneba, Ghana	Effective Use of the Intern Record Book (Facilitator)

Dec 20/21 2005	“The Intern Record Book”. Workshop organised by the Centre for Teacher Development and Action Research and the Centre for Continuing Education, IEDE. University of Education, Winneba, Ghana	ICT Laboratory South Campus, University of Education, Winneba, Ghana	Effective use of the Student Handbook & Intern Record Book (IRB) (Facilitator)
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***b. Seminars and Workshops***

<b><i>Start and End Dates</i></b>	<b><i>Course Title</i></b>	<b><i>Location</i></b>
Sept 27, 2021	One-day Workshop on vclass and Learning Management Systems (LMS)	Faculty of Educational Studies ICT Laboratory, UEW
May 9 – May 12, 2021	Department of Educational Foundations: Retreat and Committee Grouping on MPhil Programmes	Volta Hotel Akosombo
Jan 04, 2021	One-day Workshop on vclass and Learning Management Systems (LMS)	Faculty of Educational Studies ICT Laboratory, UEW
Oct 14 – Oct 16, 2020	Right to Play – University of Education, Winneba Collaboration	Aqua Safari Resort, Ada-Foah, Greater Accra Region
Sept 14 – Sept 15, 2020	National Teaching Council Training of Portfolio Assessors	Ridge Royal Hotel, Cape Coast
Jan 28 – Feb 01, 2019	4-day Workshop Towards the Implementation of Teacher Education Reforms and the New 4-year B.Ed Curriculum for Members of the Faculty of Education, UEW (Winneba, Ajumako, Kumasi and Mampong)	Manna Heights Hotel, Mankessim, Central Region
Sept 19 – 22 2018	Department of Psychology and Education: Retreat and Committee Grouping	Royal Lee’s Hotel, Tutu-Akwapim
May 28, 2018	Faculty Seminar on Positivist Paradigm  Faculty of Educational Studies Retreat	Registrar’s Block, UEW  Penpamsie Hotel, Cape Coast
Mar 11, 2016	Moodle Workshop on Learning Management System (LMS)	AVU, Faculty Block, UEW
Jan 12 – 28, 2016	UEW Lecturers' Workshop on the Student Internship Programme	ICT Laboratory South Campus, University of Education, Winneba

Aug 26, 2015	School Partnership and Working Group Meeting; Transforming Teacher Education and Learning (T-TEL) in Ghana.	Elmina Beach Hotel, Elmina, Ghana
Aug 19 - 20, 2015	School Partnership and Working Group Meeting; Transforming Teacher Education and Learning (T-TEL) in Ghana.	Elmina Beach Hotel, Elmina, Ghana
Mar 2015	Transforming Teacher Education and Learning (T-TEL) Ghana. Workshop on Teacher Education in Ghana (Practicums and Model Schools),	Royal Plaza Hotel, Koforidua. Ghana
Apr 23 –25, 2013	Regional Workshop on Research Methods and Tools in Open and Distance Learning. Regional Training & Research Institute for Open & Distance Learning (RETRIDAL)	University of Ghana, Legon, Accra
Jan 25 – 26, 2012	“Using Profiling to Assess Mentees” at the 1st International Teacher Development and Action Research Symposium under the theme Teacher Professionalism and Democracy in Sub-Saharan Africa, University of Education, Winneba, Ghana	Central Campus, University of Education, Winneba, Ghana
Mar 25, 2010	“Survival and Triumph: The Strategy of Africa in the 21st Century” Lecture delivered by Professor Kofi Awoonor, Chairman, Council of State, Republic of Ghana.	J. N. Aryeetey Hall, University of Education, Winneba, Ghana
Apr 14, 2009	Implementation of Virtual Private Network for UEW.	IEDE Internet Cafe. University of Education, Winneba, Ghana
Apr 9th, 2009	“Implementation of Virtual Private Network for UEW”. Workshop on Inter-Connectivity Across UEW Satellite Campuses through Ghana Telecom and MTN. Organised by the Management Team for the TALIF Project and in conjunction with the Centre for Continuing Education, IEDE	Virtual Village, Winneba
Mar 31, 2009	University of Education, Winneba. SRC Week Celebration. Paper Presented: The Student Internship Programme (SIP) of UEW: The Partnership Model of Teacher Education, Prospects and Challenges	J. N. Aryeetey Auditorium, University of Education, Winneba, Ghana
Mar 3rd – 5th, 2008	2nd University of Education, Winneba Content Development Initiative Workshop. Workshop on Open Educational Resources on Content Development	Digital Village, Winneba, Ghana
Jan 2006	International Federation of Education & Self Help, [IFESH],	Abetifi Presby Training College, Abetifi. Ghana
Jun 2006	Integrating ICT into Education,	Presby Training College, Akropong-Akwapim. Ghana

Oct 2004	Capacity Building for Teacher Training College Tutors in ICT Education.	Accra, Ghana
Sept 2000	Developed Instructional Methodologies in Mathematics,	Saltpond, Ghana

*c. Conferences*

<i>Start and End Dates</i>	<i>Name of Conference</i>	<i>Location</i>	<i>Presentations (if any)</i>
Mar 06 – 08, 2017	11 <sup>th</sup> International Technology, Education and Development Conference.	Conference, Valencia, Spain	Home-related factors and their influence on learning among students in the Awutu-Senya & Effutu educational districts
Mar 15– 16, 2016	4 <sup>th</sup> Biennial Social Science Conference.	Jophus Anamuah-Mensah Conference Centre, University of Education, Winneba.	Relationship between head teacher’s Leadership Style and Teacher Performance in Selected Basic Schools in Dormaa Municipality, Ghana
April 27 – 30, 2015	First Inter-disciplinary Conference by Institute for Educational Planning and Administration, UCC, Ghana and Tai Solarin University of Education, Nigeria.	University of Cape Coast. Cape Coast.	
April 23, 2015	How the Practical Component of the Initial Teacher Education Programme Prepares Trainees for Teaching.	College of Distance Education, University of Cape Coast. Cape Coast	
Oct 2011	Mentoring and Action Research in Teacher Education in Ghana.	University of Brighton, United Kingdom	

**7. Publications:**

*a. Article(s)*

<i>Author(s)</i>	<i>Year of publication</i>	<i>Title of article</i>	<i>Journal</i>
Forson, J. A., <b>Ofosu-Dwamena, E.</b> , Opoku, R. A., & Adjavon, S. E.	2021	Employee motivation and job performance: A study of basic school teachers in Ghana	Future Business Journal, 1–12. <a href="https://doi.org/10.1186/s43093-021-00077-6">https://doi.org/10.1186/s43093-021-00077-6</a>
Yelkpereri, D., <b>Ofosu-Dwamena, E.</b> & Kwegyir-Aggrey, P.	2017	Home-related factors and their influence on learning among students in the Awutu-Senya and Effutu educational districts	INTED 2017. 11 <sup>th</sup> International Technology, Education & Development Valencia, Spain. ISBN: 978-84-617-8491-2, 2121-2133

Esia-Donkor, K. & <b>Oofosu-Dwamena, E.</b>	2014	Effects of educational supervision on professional development: Perception of public basic school teachers at Winneba, Ghana	British Journal of Education, 2(6), 63-82.
Yelkpieri, D., Namale, M., Esia-Donkoh, K., & <b>Oofosu-Dwamena, E.</b>	2012	Effects of large class size on effective teaching and learning at the Winneba campus of the University of Education, Winneba, Ghana.	US-China Education Review A 3, 319-332. ERIC: ED532900. ISSN-1548-6613.
Essuman, S. O & <b>Oofosu-Dwamena, E.</b>	2012	Exploring the professional learning opportunities that exist for pre-service teachers during the school-based internship	International Journal of Basic Education, 2, 1-10
Essuman, S. O.; Otami, P. S.; Oofosu-Dwamena, E. & Bampoh-Addo, R.	2011	Exploring pre-service teachers' experiences with the use of open educational resources.	African Journal of Interdisciplinary Studies, 4, 1-14.
<b>Oofosu-Dwamena, E.</b>	2010	Interns' perception towards the Students' Internship Programme of the University of Education, Winneba.	African Journal of Interdisciplinary Studies, 3, 95-101
<b>Oofosu-Dwamena, E.</b>	2008	Internship experiences: Graduating intern's evaluation of mentors.	Journal of Research and Development in Education, 8, 100-110.
<b>Oofosu-Dwamena, E.</b>	2008	Tutors' and students' perceptions of discipline in teacher training colleges in the Eastern region of Ghana.	African Journal of Interdisciplinary Studies, 1, 1-10.

***b. Book(s)***

<b><i>Author(s)</i></b>	<b><i>Year of publication</i></b>	<b><i>Title of book</i></b>
Gabriel-Wetty, F. K. N, Esia-Donkoh, K., & <b>Oofosu-Dwamena, E.</b>	2023	Administration and management of pre-tertiary education in Ghana
Esia-Donkoh, K., Addai-Mununkum, R., Appianing, J., & <b>Oofosu-Dwamena, E.</b>	2021	Fundamentals of effective teaching: An introductory guide for the 21 <sup>st</sup> -century educators
<b>Oofosu-Dwamena, E.</b>	2018	Policy and practice in early childhood settings
<b>Oofosu-Dwamena, E. &amp; Asante, O.</b>	2015	Management and administration of early childhood settings

**c. Chapter(s) in Book(s)**

<i>Author(s)</i>	<i>Year of publication</i>	<i>Title of book</i>	<i>Title of Chapter</i>
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**d. Unpublished works**

<i>Author(s)</i>	<i>Year of composition</i>	<i>Title</i>
Dominic Kwaku Mensah, <b>Eric Ofosu-Dwamena</b> & Frederick Opoku Fokuo	2016	Relationship between head teacher's leadership style and teacher performance in selected basic schools in Dormaa municipality, Ghana
Eric Ofosu-Dwamena	1991	The impact of diamond mining on education in Akwatia
Eric Ofosu-Dwamena	1984	Outdoor activities: A technique of teaching

**8. Professional Qualification(s):**

<i>Start and End Dates</i>	<i>Awarding Institution</i>	<i>Qualification/Rank</i>
2001 – 2005	University of Cape Coast, Cape Coast	M. Phil (Edu. Admin) Degree
1993 – 1998	University of Cape Coast, Cape Coast	B. Ed. (Hons) Degree
1988 – 1991	Advanced Teachers' Training College, Winneba	Diploma in Education (Mathematics minor)
1981 – 1984	Presby. Training College, Akropong-Akwapim	Teacher's Cert. 'A' (3-Year Post-Sec)

**9. Professional Responsibilities:**

<i>Start and End Dates</i>	<i>Name of Office</i>	<i>Responsibilities</i>
August 2020 – July 2021,	Graduate Coordinator	<ul style="list-style-type: none"> <li>• integral to the graduate programmes within the Department of Educational Foundations.</li> <li>• liaison officer to the School of Graduate Studies and Research.</li> <li>• at all times abreast with the policies and procedures that govern graduate education in UEW, Winneba.</li> <li>• assisting with marketing campaigns in collaboration with the Faculty of Educational Studies;</li> <li>• assisting with recruiting students to DEF programmes;</li> <li>• coordinating departmental admissions and review processes of applicants;</li> <li>• advising graduate students;</li> <li>• facilitating graduate programme planning and resources;</li> </ul>

August 2018 – July 2020	Coordinator, Educational Resource Centre	<ul style="list-style-type: none"> <li>• overseeing graduate programme planning and curriculum development, programme reviews, and assessments;</li> <li>• coordinating, monitoring, and assigning unrestricted and designated graduate assistantship assignments with DEF, students, and the School of Graduate Studies;</li> <li>• planning and conducting new student orientation sessions;</li> <li>• communicating with DEF HOD, and graduate students about important deadlines and changes to graduate programming;</li> <li>• managing programme allocations and timetabling.</li> <li>• part of a human resource team with the main job of procuring resources for technical and other university projects.</li> <li>• identify the necessary resources that are needed to carry out a particular objective.</li> <li>• determine the university’s need for resources by conferring with lecturers and administrators.</li> <li>• procure and maintain a collection of resources such as educational technology tools.</li> <li>• conduct workshops to train lecturers in the use of educational materials and resources.</li> <li>• obtain resources identified for a particular need and integrate obtained resources into the environment for a particular use.</li> </ul>
Sept 2016 to date	Senior Lecturer	<ul style="list-style-type: none"> <li>• delivering lectures, seminars and tutorials;</li> <li>• developing and implementing new methods of teaching to reflect changes in research;</li> <li>• designing, preparing and developing teaching materials;</li> <li>• assessing students' coursework;</li> <li>• setting and marking examinations;</li> <li>• supporting students through a pastoral or advisory role;</li> <li>• undertaking personal research projects and actively contributing to the institution's research profile;</li> <li>• writing up research and preparing it for publication;</li> <li>• supervising students' research activities;</li> <li>• completing continuous professional development and participating in staff training activities;</li> <li>• carrying out administrative tasks related to the department, induction programmes and involvement in committees and boards;</li> <li>• managing and supervising students;</li> <li>• representing the institution at professional conferences and seminars, and contributing to these as necessary.</li> </ul>
2015 – 2016	Hall Fellow	<ul style="list-style-type: none"> <li>• Approved JCRC and Hall Budgets</li> </ul>



2009 – 2016	Coordinator, Student Internship Programme, (SIP), University of Education, Winneba	<ul style="list-style-type: none"> <li>• Monitored and ensured effective utilization of RFUF, JCRC Fund and other Funds of the Hall.</li> <li>• Assisted in counselling students on diverse issues.</li> <li>• Assisted the Hall Management and Hall Council in promoting peaceful co-existence and cordial relations among students and staff (i.e., Hall Management).</li> <li>• Established effective communication links among students, between students and Hall Management/Hall Council, between students and administration and between external bodies/organizations.</li> <li>• Internship and Data Management Officer of the Student Internship Programme (SIP)</li> <li>• Facilitator of teacher-mentors and supervisors’ SIPtraining,</li> <li>• Evaluated and analysed mentorship training workshops</li> <li>• Identification of training needs of mentors and mentees</li> <li>• Overseeing the assessment of internship students</li> <li>• SIP implementing activities</li> <li>• Promoted the work of CETDAR and participated in pre- and post-internship activities of students</li> <li>• Accepted responsibility for the overall development and effective and efficient operation of high-quality academic internship programmes in the context of UEW’s agreed objectives and strategic plan</li> <li>• Contributed effectively to research and scholarly development of the Centre for Teacher Development &amp; Action Research (CETDAR)</li> <li>• Contributed effectively to the designing, planning and programme development of CETDAR’s programme of action, including preparation of internship planning, supervision, monitoring, evaluation and documentation as required</li> <li>• Organised and administered tasks in an efficient and effective manner</li> <li>• Participated in CETDAR Examination Committee meetings</li> <li>• Participated in work-related training and development</li> <li>• Supervised, Lee University students of the USA/UEW Teacher Education Programme, Winneba.</li> </ul>
2005 - 2007	Vice Principal (Academic)	<ul style="list-style-type: none"> <li>• Supported colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the college; Supported and contributed to the process of writing, implementing, evaluating and reviewing the annual Strategic Implementation Plan (SIP) of the college, with an understanding of its position and relevance in the cycle of college resourcing, improvement and long-term planning;</li> </ul>

2004 – 2007	District Teacher Support Team, Member	<ul style="list-style-type: none"> <li>• Identified strategies for raising the attainment of students and work towards these identified and agreed goals in the college;</li> <li>• Supported the training and development of teaching staff to improve the quality of teaching and raised the level of challenge in lessons;</li> <li>• Together with the Principal ensured the safeguarding of all trainees, and that the safety and well-being of trainees and staff were promoted and maintained at all times.</li> <li>• Used regular assessments to monitor progress and set targets, and responded accordingly to the results of such monitoring;</li> <li>• Ensured that all students achieved at chronological age level or, made significant and continuing progress towards achieving at level;</li> <li>• Ensured teachers maintained a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.</li> <li>• Ensured learning experiences for students were integrated with the wider community;</li> <li>• Collaborated with other agencies to promote the academic, spiritual, moral, social, emotional, and cultural well-being of students and their families.</li> <li>• Created and maintained an effective partnership with parents and carers to support and improve students' achievement and personal development.</li> </ul>
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**10. \*Membership in Professional Association:**

<i>Date</i>	<i>Name of Association</i>	<i>Position held (if applicable)</i>	<i>Committee served (if any)</i>
Mar. 2007 – date	University Teachers Association of Ghana, (UTAG):	Member	
Sept. 2005 – Mar 2007	Ghana National Association of Graduate Teachers (NAGRAT)	Member	
Mar. 2014 to date	Graduate Students Association of Ghana (GRASAG)	Member	
Oct. 2001 – 2005			
Sept. 1984 – 2007	Mathematical Association of Ghana (MAG)	Member	

**11. \*Student and/or Faculty Development:**

*Number of Students Developed (Thesis, long essays, project work) and/or Faculty one has supervised or mentored as well as the areas of development*

Fourteen (14)	Theses	Faculty of Educational Studies
Twenty-two (22)	Theses	Faculty of Educational Studies (Presby Univ. Gh)
Eighty-six (86)	Dissertations	Faculty of Educational Studies
Over One Hundred (100+)	Project work	Faculty of Educational Studies
Ninety (90)	Project work	Institute for Teacher Education and Professional Development (ITECPD)
Mentored two MPhil students		Faculty of Educational Studies

**12. \*Institutional and Community Service**

**a. Committee(s) and/or Boards Served:**

<i>Start and End dates</i>	<i>Name of Committee(s) and/or Board(s)</i>
August 2023 – to Date	Welfare Committee, Department of Educational Foundations, University of Education, Winneba
August 2018 – July 2020	Congregation Planning Committee, University of Education, Winneba
August 2018 – July 2020	Academic Board, University of Education, Winneba
August 2008 – July 2016	Centre for Teacher Development & Action Research (CETDAR), School Internship Programme Committee, University of Education, Winneba

**b. Community Service:**

<i>Period</i>	<i>Name of Association/Organisation</i>	<i>Position held (if applicable)</i>
2022 to Date	ITECPD M.Ed Programme, University of Education, Winneba	Course Tutor.
2016 to Date	University of Education, Winneba PGDE and Sandwich Programmes	Course Tutor.
2021 to Date	University of Education, Winneba & Affiliate Colleges of Education	Exams Monitoring Officer.
2020/2021	University of Education, Winneba	Graduate Coordinator, Department of Educational Foundations, FES.
2018 - 2019	University of Education, Winneba	Coordinator, Educational Resource Centre (ERC).
2013 to Date	Grace Presby Church, Winneba	Internal Auditor.
2009 - 2016	University of Education, Winneba	Coordinator, Student Internship Programme, (SIP).
2009 to Date	University of Education, Winneba	Course Tutor, Centre for Distance Education, UEW, Winneba Centre.
2008 - 2016	University of Education, Winneba	Secretary, CETDAR-SIP Committee
2005 – 2007	Abetifi Presbyterian Training College.	Vice Principal (Academic).
2005 – 2007	Abetifi Presbyterian Training College	Chairman, Academic Committee.
2005 – 2007	Abetifi Presbyterian Training College Centre, Abetifi-Kwahu	Tutor, UTT-DBE.
2004 – 2007	Kwahu South District	Member, District Teacher Support Team, (Mathematics). RETREAT
2004 – 2005	Abetifi Presbyterian Training College, Abetifi-Kwahu	Class Tutor

2003 – 2007	Univ. of Cape Coast, Abetifi Centre	Course Tutor, Centre for Continuing Education
2003 – 2007	Univ. of Cape Coast	Assistant Examiner, Centre for Continuing Education
2003 – 2007	Abetifi Presbyterian Training College, Abetifi-Kwahu	Chairman, ICT Centre
2003 – 2007	Abetifi Presbyterian Training College, Abetifi-Kwahu	Project Work Supervisor
1999 – 2001	Kibi Presbyterian Training College. Kibi	Coordinator, Teaching Resource Centre
1998 – 2008	West African Examinations Council	Assistant Examiner (BECE/SSSCE Mathematics)
1998 – 2001	Kibi Presbyterian Training College, Kibi	Group Counsellor
1998 – 2001	Kibi Presbyterian Training College, Kibi	Class Tutor
1997 – 1998	Rotaract Club of the University of Cape Coast	President
1997 – 1998	Univ. of Cape Coast Branch	Vice-President: Okwahu Student's Union
1996 – 1997	Univ. of Cape Coast Branch	National Secretary, Okwahu Student's Union
1991 – 1993	The Salvation Army Secondary School, Akim-Wenchi	House Master
1990 – 1991	Advanced Teacher's Training College, Winneba	Vice President: Student's Representative Council
1991	Advanced Teacher's Training College, Winneba	President: Student's Representative Council

### 13. \*Grants, Honours and Awards:

<i>Year/Date</i>	<i>Name /Type of Award</i>	<i>Awarding Institution or Organisation</i>
5 <sup>th</sup> Oct. 2006	Overall National Best Teacher	Government of Ghana/Ghana Education Service
1994	Deans Award for Academic Excellence	University of Cape Coast, Cape Coast

### 14. \*Key Skills: (Special Abilities and Capabilities Acquired)

- A capacity for original thought;
- Administrative and research skills,
- Organisation and planning skills,
- Teamwork and independent working skills,
- Interpersonal and good communication skills,
- Flexible approach to work;
- Good human relations,
- Ability to organise workload within competing demands;
- Ability to work for long hours
- Ability to work both independently with little or no supervision, and as part of a team
- Ability to work independently
- Excellent oral and written communication skills
- Confidence in dealing with a range of people
- I believe that good team leadership and a hands-on approach to management bring increased standards and proficiency in teacher development.
- Excellent analytical skills;
- High sense of integrity, humour and adaptability

- Commitment to the profession and continuing professional development
- Computer literacy: good knowledge of Microsoft Word, Excel, PowerPoint (presentation skills), Publisher, IBM SPSS 29 and Nvivo-12 statistical programmes, e-mail and the Internet
- Ability to sustain interest in, and enthusiasm for, educational research and to impart this to students and peers;
- Published research and willing to participate in professional conferences and seminars;

#### **15. Referees:**

Prof. Francis Owusu-Mensah  
 Faculty of Educational Studies  
 University of Education, Winneba  
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**Signature: EOD.**

**Date:** Friday, 17 November 2023