

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Director of Agriculture

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: Until Filled

Starting Salary: \$65,000.00

Union: Exempt

DESCRIPTION

The Director of Agricultural Education will report directly to the Insular Superintendent or designee. The Director of Agricultural Education, is a District leadership position that entails the planning, implementation, evaluation and maintenance of an agricultural curriculum and courses that facilitates academic, social and agricultural (ASA) experiences for the students of the Virgin Islands. In addition, the individual will be required to periodically serve as the liaison on behalf of the Commissioner and/or Insular Superintendent between the Virgin Islands Career and Technical Education Board, schools and other stake holders. The individual must be able to work independently, be organized, be able to prioritize, meet deadlines and maintain meticulous records.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Collaborate with VIDE leadership on the development, implementation, evaluation and maintenance of an agriculture curriculum;
- Provide training and support to teachers in the field of agricultural education. Provide academic, social and agricultural experiences, via successful integrated strategies, for all students of the Virgin Islands;
- Contribute to the educational objectives of the Virgin Islands Department of Education by providing information on agriculture, food and natural resources to students and preparing them for continued education and agricultural career pathways;
- Inform students about agriculture and agricultural literacy;

- Coordinates cross- curriculum projects, classes and events;
- Secure and purchase materials, supplies, and required resources needed to facilitate the growth of the agricultural education program;
- Advise Future Farmers of America (FFA) Chapters, throughout the territory, by enhancing youth leadership and FFA as an integral part of instruction;
- Oversees agricultural demonstrations and presentations between the districts as well as oversees the coordination of travel, accommodations, ground transportation, meals, site set up, awards ceremonies and rewards programs;
- Coordinates with other jurisdictions and governments to set up agricultural exchange initiatives where VI students will be the hosts or guests;
- Coordinate all FFA trips to FFA national conventions and other learning opportunities. Develop, implement, evaluate and maintain an active summer program that would provide students with academic, social and agricultural experiences;
- Prepare and track budget for the agricultural education program on a yearly basis. Cooperate in maintaining, planning and improving the physical facilities that house the agricultural projects.
- Coordinate, maintain inventories, and keep record of the agriculture education accounts and supplies;
- Participate in continuous professional development to uphold the instructional standards of the department;
- Prepare and present reports, monthly, for the agricultural education program;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the VI Department of Education, its functions, organization, policies and programs;
- Knowledge of program planning, implementation, monitoring and evaluation methods;
- Knowledge of standards and curriculum development process;
- Ability to use effective organizational skills to coordinate programs and supervise others;
- Ability to present information to various audiences using clear and effective communication tools;
- Ability to organize complex task and establish and maintain schedules;
- Ability to problem solve, conflict resolution and consensus building;
- Ability to manage time and meet deadlines;
- Ability to work independently with minimum supervision;
- Ability to instruct and impart knowledge;
- Ability to condense, review, and assess reports;
- Ability to use efficiently a variety of computer software to record, store, analyze and report relevant data and information;

EDUCATION AND EXPERIENCE

- Master's degree in Agricultural Sciences, Science, Education, or other related areas is the minimum acceptable academic requirement and three (3) years of teaching experience or
- Bachelor's degree in Social Agricultural Sciences, Science, Education, or other related area and three (3) years of teaching experience.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

*****DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. *****

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
