

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Early Childhood Teacher

LOCATION: St. Croix District

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

Deadline for applying: Open Until Filled

Salary Range: \$34,000-\$48,475

Union: American Federation of Teachers (AFT)

**** Please note this position is federally funded and is subject to the availability of funds****

DESCRIPTION

An early childhood teacher plans and carries out instructions at the Preschool -3rd grade level. The teacher uses various methods that will foster physical, intellectual, social, psychological and emotional development. The teacher also provides a variety of materials and activities as part of a comprehensive, technology-based reading, math and science early childhood program which will enhance the growth and development of individual children. This is a ten-month position. Teachers are represented by the American Federation of Teachers (AFT).

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Prepares course objectives and outlines for course of study following the curriculum guidelines and requirements of the territory and school;
- Prepares materials and classroom for class activities;
- Assigns lessons and corrects homework;
- Conducts assessment to evaluate student progress, records results, and issues reports to inform parents of progress;
- Keeps attendance records and maintains accurate and complete student records as required by law, district policies, and administrative regulation;

- Maintains discipline in classroom and enforces all administration policies and rules governing students;
- Meets with parents/guardians to discuss their children's progress, and to determine priorities and resource needs for their children;
- Confers with parents/guardians, other teachers, counselors and administrators in order to resolve students' behavioral and academic problems;
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops;
- Establishes clear objectives for all lessons, units and projects, and communicates those objectives to students;
- Observes and evaluates students' performance, behavior, development and physical health;
- Plans and conducts activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question and investigate;
- Instructs and monitors students in the use and care of equipment and materials, in order to prevent injuries and damage;
- Prepares for assigned classes, and shows written evidence of preparation upon request of immediate supervisors;
- Uses computers, audiovisual aids, and other equipment and materials to supplement presentations;
- Prepares and implements remedial programs for students requiring extra help;
- Attends professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence;
- Collaborates with other teachers and administrators in the development, evaluation and revision of elementary school programs;
- Prepares reports on students and activities as required by the administration;
- Instructs and monitors students in the use and care of equipment and materials, in order to prevent injuries and damage;
- Organizes and leads activities designed to promote physical, mental and social development, such as games, arts and crafts, music and storytelling;
- Attends professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence;
- Plans and supervises class projects, field trips, visits by guest speakers or other experiential activities, and guides students in learning from those activities;
- Attends staff meetings, and serves on committees as required;
- Supervises, evaluates, and plans assignments for teacher assistants and volunteers;

- Performs administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading as required;
- Performs all other tasks and assumes such other duties as designated by the Principal;

FACTOR I: KNOWLEDGE AND ABILITIES

- Knowledge of the theory, principles and techniques of early childhood instruction;
- Knowledge of a variety of instructional strategies;
- Knowledge of the education laws, policies, rules and regulations of the United States Virgin Islands;
- Knowledge of the principles of teaching and classroom control;
- Ability to isolate behavioral and adjustment problems and to recommend methods of helping to solve the problems;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of the work;
- Ability to plan lessons, coordinate resources, and manage time on task;
- Ability to create a classroom environment that is conducive to learning
- Ability to cooperate and share professionally with members of the administration and other staff;
- Ability to maintain confidentiality about students in accordance with state and federal law.

FACTOR II: SUPERVISORY CONTROLS

- Works under the direct supervision or assignment of a Principal, Assistant Principal or as assigned by the principal;
- Work is controlled by routine review and reporting to or consultation with supervisor;
- Work is reviewed through class visits, reports and achievement of objectives.

FACTOR III: GUIDELINES

- Federal safety and privacy laws, including HIPPA, and Departmental policies, guidelines and procedures must be followed.

FACTOR IV: COMPLEXITY

- Work requires advanced judgment and ingenuity: Plans and performs complex work which involves new or changing conditions; Involved in strategic planning to carry out Department

policies, objectives and programs for teaching and learning. Makes decisions that involve a great deal of responsibility.

FACTOR V: SCOPE AND EFFECT

- Is responsible for the planning and implementation of instructional programs so that students achieve individual maximum potential to redound to benefit of the student and the community.
- Provides input for the instruction of each student supported, and performs routine work activities;
- Errors at this level will have major repercussions that will be counterproductive to efficient school safety and class room management.

FACTOR VI, VII: PERSONAL CONTACTS AND PURPOSE OF CONTACTS

- Personal contact is made with students, fellow employees, supervisors, administrators, and parents/guardians for the purpose of obtaining, clarifying, or giving facts or information to aid in accomplishing daily tasks and long term objectives for students and the Department..

FACTOR VIII: PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to:

- Stand for long periods of time with intermittent walking, standing, sitting, and bending;
- Talk and hear within normal range;
- Reach with hands and arms;
- See to read fine print;
- Lift/push/pull up to 70 pounds.

FACTOR IX: WORK ENVIRONMENT

- Requires performing regular job functions in a typical classroom environment.

EDUCATION AND EXPERIENCE

- Bachelor's degree, inclusive of thirty (36) semester credits in Early Childhood or Elementary Education **or**
- Master's degree from an accredited college or university with major work in Elementary Education; **and**

- Virgin Islands Board of Education certification eligible.

“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 and select the appropriate application for submission procedures.
Send your complete application package to careers.stx@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.*
