



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF
EDUCATION

*Office of the Insular Superintendent
St. Thomas-St. John School District*

1834 Kongens Gade, Charlotte Amalie
St. Thomas, U.S. Virgin Islands 00802-6746
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Stefan V. Jürgen, Ph.D.
Insular Superintendent

Desha Powell
Deputy Superintendent

Symra Dee Brown, Ph.D.
Deputy Superintendent

**CREDIT/GRADE RECOVERY PROGRAM
APPLICATION FOR SUMMER SCHOOL EMPLOYMENT**

Name: _____ Employee Number: _____ Date: _____

Position Applied For: ☐ Paraprofessional ☐ Resource Teacher ☐ Counselor ☐ Office Staff ☐ Registrar
☐ Principal ☐ Teacher (Indicate course(s) certified to teach) _____

WORK SITE: ☐ BCB ☐ Cancryn ☐ CAHS ☐ Kean

Date of Birth: _____ Place of Birth: _____ Citizenship: _____

Social Security Number: _____ Original Date of Entry: _____

Mailing Address: _____ Zip Code: _____

Telephone Numbers: Home: _____ Cell: _____

EDUCATION

Degree(s): ☐ Bachelor's ☐ Master's ☐ Specialist ☐ Doctorate

Major: _____ Minor: _____

PROFESSIONAL EXPERIENCE

Assignment	Institution	DATES From:	To:
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

List two persons who know you and your work ethics and would be willing to recommend you for this position.

Name	Position Title	Telephone Numbers
_____	_____	_____
_____	_____	_____

TECHNOLOGY SKILLS: RATE YOUR COMPUTER LITERACY SKILLS

When it comes to a computer, I consider myself: ☐ Novice ☐ Advanced ☐ Proficient

My computer skills are: ☐ Below Average ☐ Average ☐ Good ☐ Very good

Have you ever taught using Plato Learning Environment (PLE)? ☐ No ☐ Yes If yes, where: _____

Did you work in a credit recovery program using PLE? ☐ No ☐ Yes If yes, where: _____

My principal/supervisor would rate my tech literacy skills as: ☐ Below Average ☐ Average ☐ Good ☐ Very Good

Have you ever attended a Plato Training? ☐ Yes ☐ No

Principal Recommending Approval: _____ Date: _____

Applicant's Signature: _____ Date: _____

Application Deadline: Tuesday, March 17, 2020 in the Curriculum Center

**** Please submit your application to the employment site of your choice. ****



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CREDIT/GRADE RECOVERY PROGRAM

Summer Program Responsibilities For Employees, Principals and the Department

Terms of Employment

1. Payment will be made on regular paychecks.
2. All payments are the responsibility of the Department of Education, Office of the Insular Superintendent and are subject to the timely receipt of all documents requested for processing prior to the start of the program.
3. All staff members must attend a one (1) hour orientation and planning session prior to the official start of the summer program.
4. All staff training and workshops during the Credit Recovery Program must be attended as a condition of employment with the summer program.
5. All agreed upon rules and regulations of the summer program must be adhered to.
6. **“Credit Recovery Program” class dates are Monday, June 8, 2020 - Thursday, July 9, 2020.**
7. Completed applications must be returned to the principal who will be operating the summer program at the school site of your choice.
8. Staff hired will be contingent on student enrollment for the Credit Recovery Program.
9. The Office of the Insular Superintendent will execute the processing of all documents to ensure payment in a timely manner. All efforts will be made to ensure that the payroll information is submitted to ensure all payments as scheduled.

Principal's Responsibility

1. Principals shall submit a copy of the application forms and requested documents as scheduled to ensure the timely processing of all payroll related data.
2. Principals shall monitor the attendance of all staff members and submit the time and attendance data as required on a bi-weekly basis or as stipulated in the per diem process.
3. Principals shall record the receipt of all payments in an effort to ensure that all summer program employees have been paid on time.
4. Principals must daily monitor the learning processes during the Credit Recovery Program and evaluate all staff.
5. Principals take charge of the responsibilities for management of the Credit Recovery Program.
6. Principals must compile reports for submission to the Insular Superintendent at the beginning and at the end of the Credit Recovery Program. These reports must give important information on enrollment, staffing, course offerings, teaching and learning, and on student success (grades, completion and promotion rates).