

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES

INTERNAL JOB ADVERTISEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Career Development Manager

LOCATION: St. Croix District

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

Deadline for applying: Until Filled

Salary Range: \$58,500

Union: Exempt

DESCRIPTION

This is professional work in which the incumbent would be required to provide disability support transition unit services. This includes disability advocacy and advising, career and vocational assessments, policy development, dropout prevention programs, preparing and monitoring Individualized Transition Plans (ITPs) providing training and assistance to vocational education staff, provide college/technical school tours, applications, Career to Work Placement, and referral for testing and additional services. Work involves responsibility for supervising and coordinating district level activities in this unit. The person selected is also required to provide individualized assistance in accordance with the students Individual Transition Plans (ITP) in employment and college/technical level study skill development for all students with disabilities. Provide assistance in developing, coordinating and implementing and developing policies that support comprehensive, student-centered initiatives that reflect post-secondary thinking, foster student retention and promote the holistic development of students. The Career Development Manager will be a member of the administrative staff under the supervision of the District Director of Special Services

DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)

- Develop, implement and review the goals, objectives, policies, procedures and priorities for the transition unit services;

- Establish and interpret policies and procedures related to the development and refining of the career development process;
- Provide learning strategies and/or coaching services to students with special needs;
- Assist students with disabilities, to understand their cognitive strengths and weaknesses and how they impact their employment and post education learning style;
- Assist in employment/post-secondary education development of appropriate readiness strategies;
- Conduct individualized/group sessions on employment/college skills, time management, student skills, test anxiety, organization, etc.;
- Interpreting Vocational Interest and Career Scope Assessments;
- Provide specific help on School to Work placements and College liaison contact;
- Prepare college/technical school tours for students with disabilities to meet their Individual Transition goals;
- Collaborate with other departments and community job sites in order to determine appropriate methodology in meeting the needs of students;
- Compile data and statistics reflecting progress, trends, use of services and appropriate recommendations for future initiatives;
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to set the standard for meeting and exceeding expectations. Ability to be service driven and you communicate clearly, accurately and diplomatically with a wide variety of audiences;
- Ability to manage details and consistently demonstrate poise, tact, diplomacy and good judgment;
- Ability to demonstrate confidence and composure; not easily intimidated or put off, and are able to engage with individuals of all levels to define needs and expectations;
- Have a working knowledge of the Individual With Disability Act (IDEA) disability law and current trends in higher education for students with disabilities;
- Ability to establish and maintain effective working relationships with all persons contacted in the course of work;
- Proficiency in the use of Microsoft Office Suite.
- Excellent written and oral communication skills.

EDUCATION AND EXPERIENCE

- Master's Degree in, Special Education, Rehabilitation Counseling or a related field from an accredited institution, or equivalent experience in disability transition service; **AND;**

- Minimum of two years' experience working as or with a Vocation Resource Specialist or equivalent in training and 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 <http://jobs.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.*
