

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Principal

LOCATION: St. Thomas/ St.John District

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

Deadline for applying: June 15, 2018

Starting Salary: \$63,500

Union: Educational Administrators Association

DESCRIPTION

A principal serves as the school and educational leader responsible for development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Administers the program in accordance with board policies, statutory requirements, administrative rules and regulations, and consistent with collective bargaining agreements. Serves as an advocate for the staff, school, and school community as appropriate. Incumbent works under the general supervision of the Superintendent and/or Superintendent Designee. Utilizes the strategic plan, district goals, district policy, and the approved school improvement plan to guide both personal leadership and the work of the school staff. Annual evaluation will be based upon this job description, goals and objectives specific to the school or the position, student achievement data, and overall performance.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Develop and maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the Department of Education;
- Maintain records and files; meet and confer with students, parents, faculty and staff;
- Establish a professional learning culture through a solid foundation of shared mission, vision, values and goals;
- Develop a collaborative culture for improving student achievement;
- Establish and maintain an effective learning climate in the school;
- Initiate, design and implement programs to meet specific needs of the school;
- Ensure implementation of the Virgin Islands Department of Education approved curriculum;
- Direct and monitor the development of the school's instructional program;

- Ensure the development of 21st century skills with all students;
- Plan, organize and direct implementation of all school activities;
- Make recommendations concerning the school's administration and instruction;
- Assist with the preparation of the school's budget and monitor expenditures;
- Prepare or supervise the preparation of reports, records, lists and all other required information and data;
- Coordinate and work with the central administrative staff on school needs, problems, and/or effectiveness;
- Assume responsibility for the implementation and observance of all School Board policies and regulations by the school's staff and students; interpret and enforce school district policies and regulations;
- Schedule classes within established guidelines to meet student's needs;
- Assist in the development, revision, and evaluation of the curriculum;
- Supervise the guidance program;
- Monitor all dimensions of the special education program in the school to ensure compliance with federal, state, and local mandates and guidelines;
- Maintain high standards of student conduct and enforce discipline, as necessary, according to Department of Education policy and the due process rights of students;
- Attend special events held to recognize student achievement; attend school-sponsored activities, functions and athletic events;
- Maintain and control the various local funds generated by student activities;
- Supervise the maintenance of accurate records on the progress and attendance of students;
- Supervise all professional, paraprofessional, administrative and non-professional personnel assigned to the school;
- Develop leadership skills, particularly instructional leadership, of the assistant principals assigned to the school;
- Participate in the selection of all school building personnel;
- Evaluate and counsel all staff members regarding their individual and group performance;
- Supervise the daily use of the school facilities for both academic and nonacademic purposes;
- Supervise and evaluate all activities and programs that are outgrowths of the school's curriculum;
- Perform related work as required.

KNOWLEDGE, SKILL AND ABILITIES

- Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a school;
- Thorough knowledge of the school district's strategic plan goal and objectives for student outcomes;
- Thorough knowledge of prescribed Department school policies and procedures;
- Thorough knowledge of the Understanding by Design framework for curriculum and learning plans;
- Thorough knowledge of a balanced assessment system;
- Skill in oral and written communications;

- Ability to motivate others to reach their fullest potential;
- Ability to write concise reports, carry out instructions and develop comprehensive plans with minimal supervision;
- Ability to supervise and coordinate committee work, in-service training and workshops;
- Knowledgeable of approaches for fostering the involvement of parents, family and community members in educational planning, implementation and evaluation;
- Ability to execute the seamless transitions of all students, regardless of learning needs, across educational and other programs from birth through adulthood;
- Ability to interpret laws & policies pertaining to the learning, disciplinary, social and health needs of students;
- Proficient in the use of Microsoft Office Suite;
- Ability to develop and maintain effective working relationships with members of the Department's staff, students, parents, and other external entities and bodies.

EDUCATION AND EXPERIENCE

- Master's degree from an accredited institution in Administration and Supervision **AND**;
- Five (5) year's of experience as an Assistant Principal within the U.S. Virgin Islands Public School System **AND**;
- Current certification as a Principal from the Virgin Islands Board of Education (VIBE).

“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.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.

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.
