

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Assistant Director of Career, Technical & Adult Education

LOCATION: St. Croix District

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

Deadline for applying: Until Filled

Salary: \$60,000

Union: Exempt

DESCRIPTION

To plan, direct, and review the activities and operations of the Career, Technical and Adult Education Department; to coordinate assigned activities with other departments and outside agencies; to provide highly responsible and complex administrative support to the State Director of Career, Technical & Adult Education; and to perform a variety of technical tasks including curriculum and staff development.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Develop, plan, and implement department's goals and objectives; recommend and administer policies and procedures;
- Coordinate department's activities with those of other departments and outside agencies and organizations; provide staff assistance to the State Director of Career, Technical & Adult Education; prepare and present staff reports and other necessary correspondence;
- Assist with and participate in the development of the department's work plan; assign work activities, projects, and programs; monitor work flow, review, and evaluate work products, methods, and procedures;
- Supervise and participate in the development and administration of the Career, Technical & Adult education department's budget; perform extensive documentation planning prior to budget development; direct the forecast of funds needed for staff, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments;
- To assist in the selection, training, and evaluation of career and technical personnel as requested; provide and coordinate staff training; work with employees to correct deficiencies;
- Implement Career and Technical education programs and activities including curriculum and staff development; insure that all programs meet criteria and standards;
- Review and monitor procedures for material and equipment requisitions; recommend changes and modifications; keep abreast of current legislation;
- Respond to and resolve difficult and sensitive inquiries and complaints regarding Career and Technical Education programs;

- Establish procedures and guidelines for the development and operation of Career and Technical Education advisory councils;
- Participate or represent the state director in a variety of boards and commissions and participate in professional groups and committees;
- Coordinate and manage program of studies initiative;
- Assist in the administration of the General Education Development (GED) testing services;
- Perform related duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES

- Organizational and management practices as applied to the analysis and evaluations of programs, policies, and operations;
- Principles and practices of organization administration and personnel management;
- Principles and practices of budget preparation and administration;
- Pertinent federal, state and local laws, codes and regulations;
- General programs, policies, and practices used in educational organizations;
- Plan, direct, and review an effective Career and Technical Education program;
- Plan, direct, and review an effective Adult Education program;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Sound organizational and planning skills with a solid attention to detail;
- Demonstrated ability to effectively manage and participate in multiple, concurrent projects;
- Ability to establish and maintain effective working relationships, facilitate groups and meetings;
- Effective communication skills and excellent interpersonal skills;
- High level of critical thinking and reasoning skills;
- Strong written and oral communication skills;
- Strong supervisory skills;
- Ability to use the personal computer and related software applications.

EDUCATION AND EXPERIENCE

- Master’s degree in Education Management or Public Administration and three (3) years of progressively more responsible work where the primary aspects of employment were related to education administration or grants management; **OR**
- Bachelor’s degree in Education Management or Public Administration and three (3) years of progressively more responsible work where the primary aspects of employment were related to education administration or grants management;

“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.”

Submit 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.

Posted 7/20/2017