

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: District Director, Special Education

LOCATION: St. Thomas/St. John District

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

Starting Salary: \$70,000

Classification: Exempt

Deadline: Until Filled

DESCRIPTION

An individual selected for this position will be directly responsible for planning, designing, organizing, conducting, and implementing the Department's initiatives within the Special Education Program. This individual will be responsible for the supervision of personnel assigned to the Special Education Program within the District. He or she will work under limited supervision from the Insular Superintendent with considerable latitude in the use of initiative and independent judgment.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Plans, organizes, administers, and provides leadership for activities and personnel of Special Education Program as well as Educational Diagnostic Services with increased student achievement as the goal;
- Establishes strategies for maintaining quality control for all work undertaken by the Division;
- Assesses and analyzes the needs of the District in terms of serving special needs children;

- Assesses Special Education and Educational Diagnostic Services staffing levels for the District and implement the appropriate actions;
- Assesses the needs of Special Education and Educational Diagnostic Services personnel within the District;
- Plans for and conducts/facilitates in-service activities for teachers of students with disabilities in accordance with the Comprehensive System of Personnel Development (CSPD) plan developed by the State Education Agency (SEA);
- Monitors the supervision of Special Education and Educational Diagnostic Services personnel within the District;

- Facilitates the development/adoption of procedures that comply with territorial policies on special education;
- Formulates and develops plans, procedures and programs to ensure that the District is in compliance with laws (federal and local) as it relates to Special Education;
- Works with principals, supervisors, coordinators and other staff members in program development and implementation in accordance with territorial policies;
- Develops a divisional budget as well as cost estimates for various tasks and projects that ensure the efficient and effective allocation of resources;
- Prepares and writes major proposals and reports for the Program;
- Prepares written reports discussing the status of Special Education within the District;
- Researches, designs, develops, evaluates, and reviews policies and manuals relative to Special Education for the District;
- Researches and develops long-range training goals and objectives;
- Develops communication procedures with both the Program and the Department of Education to insure that professional personnel are aware of the functions of the Program and their responsibilities;
- Uses a variety of technologies to enhance management of resources and program;
- Maintains and implements a continuum of services that respond to individual educational needs and family characteristics;
- Ensures that post school outcomes are incorporated for individuals with exceptional learning needs in the general curriculum standards;
- Develops and implements a plan to provide instructional and assertive technologies;
- Develops, implements and maintains flexible service delivery that addresses the range of needs of individuals with exceptional learning needs;
- Develops, implements and maintains prevention strategies and programs;
- Develops and maintains collaborative programs that ensure that individuals with exceptional learning needs have access to and participate in the general curriculum;
- Maintains files and records, supplies and materials as required;
- Performs other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS (Not All Inclusive)

- Knowledge of the Individuals with Disabilities Education Act (IDEA), the provisions of Section 504 of the IDEA and related departmental policies and procedures;
- Knowledge of local laws governing special education and related policies and procedures;
- Knowledge of the operations, functions and general scope of the Special Education Program and Educational Diagnostic Programs;
- Ability to make decisions in accordance with established policies and regulations;
- Ability to communicate with staff, central office and the public;
- Ability to establish and maintain effective working relationships;
- 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;
- Ability to advocate for the participation of individuals with exceptional learning needs

- in accountability systems;
- Ability to implement procedures within the assessment accountability system to ensure the participation of individuals with exceptional learning needs;
- Knowledgeable of approaches for fostering the involvement of parents, family and community members in educational planning, implementation and evaluation;
- Ability to implement intra and interagency agreements that create programs with shared responsibility for individuals with exceptional learning needs;
- Ability to execute the seamless transitions of individuals with exceptional 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 with disabilities.

EDUCATION AND EXPERIENCE

- Master's Degree from an accredited college or university with major course work in Special Education or related field; **AND;**
- At least five (5) years satisfactory experience in the field of specialization **AND;**
- At least three (3) years of experience in Administration and/or Supervision.

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/our-divisions/human-resources.html 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.

******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.
