

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: Coordinator of Pupil Personnel Services

LOCATION: St. Croix District

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

Deadline for applying: Until Filled

Starting Salary: \$59,000

Union: Educational Administrators Association (EAA)

DEFINITION

The Coordinator of Pupil Personnel Services provides leadership for planning, coordinating and evaluating the District's program for attendance services, guidance and counseling, school health, school psychologists, school social work and educational diagnostics. This appointee is given considerable latitude in applying acquired knowledge and skills for implementation of the work.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Administers and coordinates a balanced program of special services to pupils within the total school program.
- Makes recommendations for policy within scope of work to the district superintendent.
- Works with the district superintendent in defining the specific functions of the various pupil personnel services.
- Assigns pupil personnel service workers and establishes their lines of responsibility and cooperation within the pupil personnel activity center and interprets those lines to other divisions of the school system.
- Fosters and maintains cooperative relationship with community agencies having responsibility for children and youth.
- Prepares and administers a federal budget under the Consolidated Grant Program which is mainly for personnel services.
- Assumes the responsibility for seeing that surveys, investigations and studies, which relate to the programs, are made.
- Makes monthly and annual reports to the district superintendent.
- Provides for continuing staff development in areas of responsibilities.
- Performs other tasks as required by the district superintendent and the Commissioner of Education or his/her designee.

- Provides administrative direction to itinerant employees assigned to the Pupil Personnel Activity Center.

KNOWLEDGE, ABILITIES AND SKILLS

- Effective communication with various segments of the community.
- Establishment and maintenance of effective working relationships with co-workers and employees supervised.
- Developing and implementing pupil programs.
- Coordinates and administering pupil and educational programs.
- Administering and coordinating testing programs.
- Utilizing community resources for program development.
- Utilizing local and federal funding sources for program development and implementation.
- Counseling children and adults.
- Conducting program evaluation.

PHYSICAL DEMANDS

Work is generally sedentary; however, duties may require visits to schools and other activity centers. The employee is required to:

- Sit, and talk or hear within normal range;
- Reach with hands and arms;
- Read fine print, and review information on a PC monitor, as well as, hard copy output;
- Manipulate objects with fingers. For example, use a keyboard and telephone receiver.
- Use the spoken word;

- Move about and exert some physical dexterity.

WORK ENVIRONMENT

- Work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms;
- Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment;
- Exposure to deviations from pleasant environmental conditions is only occasional;
- The likelihood of injury is remote.

MINIMUM QUALIFICATIONS

- Master's degree from an accredited college or university, and two (2) years experience in program management
- Submission of certification from the Virgin Islands Board of Education as a Coordinator

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.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

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 expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate.

Posted 9/1/2017