

**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:** School Monitor

**LOCATION:** St. Croix District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.stx@vide.vi](mailto:careers.stx@vide.vi)

**Deadline for applying:** September 11, 2017

**Salary:** \$31,541.00

**Union:** United Steelworkers Union (USW)

**DESCRIPTION**

This is responsible work involving the maintenance of safe and orderly conduct of activities and programs within school grounds. Work involves responsibility for reducing incidents of disorderly behavior on the school grounds and to discourage disruption of school business, programs, and other activities by students and/or non-students. The employee is required to use good judgment while enforcing rules and regulations in accordance with established guidelines. Supervision is received from the school's Principal through periodic inspections, review and analysis of reports submitted.

**DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)**

- Checks all students and visitors for passes while on school premises;
- Prepares a daily report indicating incident cases handled;
- Reports any student and/or non-student who are caught in the act of gambling, smoking, fighting, or any other unacceptable behavior, to the Principal, for appropriate action;
- Ensures that students adhere to established laws, rules, and regulations;
- Establishes effective rapport with students and parents that will result in the reduction and/or prevention of activities that seems to hamper the teaching and learning process;
- Reports all incidents, which require police assistance to appropriate personnel;
- Performs other related work as required.

## KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of conflict management and strategies;
- Knowledge of the basic methods and practices of security guard work;
- Ability to read and comprehend;
- Ability to react quickly, calmly, and appropriately, during emergency situations;
- Ability to deal tactfully, courteously, and impartially with all persons contacted, during the course of work;
- Ability to express oneself, clearly and concisely, orally and in writing;
- Ability to write a simple report.

## EDUCATION AND EXPERIENCE

- Completion of the twelfth grade or its equivalent, plus two (2) years working experience in guarded-related type position;

**Special Requirements: Applicants must be at least twenty-one (21) years of age with no criminal record; Applicants must present the results of a psychological assessment to be used as part of the assessment for determining his or her fitness for work as a school monitor; the applicant must be able to submit to training required of a public officer.**

*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](mailto: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.**

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*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.*

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**Posted 9/1/2017**