

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Special Education Supervisor

LOCATION: St. Croix District

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

Deadline for applying: Until Filled

Salary Range: \$51,272.00- \$75,878.00

Union: Education Administrators Association

DESCRIPTION

An individual selected for this position will be directly responsible for the 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 Division.

DUTIES AND RESPONSIBILITIES: (NOT ALL INCLUSIVE)

- Exercises general supervision over the program planning for all school-age children in need of special education services as determined through evaluations and recommendations of the Educational Diagnostic Center in their assigned area of supervision;
- Provides identification census in accordance with VI Rules and Regulations and Annual Federal data requirement on a monthly basis;
- Maintains a current list and description of program options in their area of supervision;
- Coordinates Education Planning Meetings to facilitate the individualized Educational Plan (IEP) as described in the IDEA for students 14 years and older;
- Gives direct assistance to teacher in the implementation of a student's Individualized Educational Plan (IEP) where necessary;
- Provides statistical and narrative data on forms provided by U.S. Department of Education, Office of Special Educational Programs as required by law and programmatic need;
- Assists with writing grants for special funding in this area;
- Assists with program and curriculum development in this area;

- Performs other duties as required.

SUPERVISORY CONTROL

- Reports to Director/District Coordinator of Special Education.

GUIDELINES

- Possesses sound knowledge of the policies and procedures established by the laws and regulations governing the program;
- Interprets and communicates accurately program policies and procedures to the District Director and Coordinator and later to school administrators, instructional personnel in the public and non-public schools of the St. Croix District and the community;
- Provides leadership in the implementation of the Special education Program (7-12) for the St. Croix District;

PHYSICAL DEMANDS

- Makes regular visits to schools and other offices within the District;
- Coordinates activities with other activity centers throughout the department when appropriate;
- Off-island and inter-island travel to residential schools.

KNOWLEDGE AND ABILITIES

- Ability to establish rapport with students, adults and all other persons contacted during the course of the work;
- Ability to speak and write clearly and concisely.

EDUCATION

- Master's degree, including major preparation in educational or applied psychology; and
- Two years of experience as school psychologist or a related field.

REQUIREMENTS

- Certification by the Virgin Islands Board of Education

“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.”

Send 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.
