

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Program Manager – Safe and Healthy Students

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**

careers.stx@vide.vi

Deadline for applying: Until Filled

Salary: \$50,000.00

Union: Exempt

DESCRIPTION

The Program Manager – Safe and Healthy Students will be a lead part of a progressive team of service providers and educational experts that will work collectively to administer an innovative and challenging program for high-risk young people that face the greatest barriers to completing their education. The Program Manager will be responsible for overseeing the daily functions of the educational program, academic counseling services, liaison with the wrap-around behavioral health services provider, and coordinate/facilitate program cohesiveness. The Program Manager will report directly to the Director of Alternative Education Program.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Manages daily operations of intervention services at Alternative Ed. Program
- Plans, directs, monitors, and coordinates program activities

- Provides oversight over all instructional and disciplinary activities
- Facilitates wrap-around services in conjunction with clinical treatment team
- Supervises instructional and program staff
- Remains abreast of requirements to comply with federal and local laws and standards;
- Assists in the review and development of federal program documentation to include grants applications, agreements, memoranda and correspondence;
- Ensures that proper documentation of program is kept and prepares reports;
- Coordinates activities related to needs assessment;
- Advises the director on program policy, programmatic expectations, and other pertinent information
- Develops and maintains an environment that fosters a high performance learning culture.
- Co-chair the admissions and transfer processes and the development, implementation, and review of the Comprehensive Individualized Treatment Plan for each student.
- Organize program operations including but not limited to the delivery of direct and on-line instructional services and programs, academic counseling, social work services, school lunch program, school bus transportation service, custodial and ground maintenance services, school security program/service, etc.
- Oversee and coach all staff responsible for providing direct instruction/support to students.
- Conducts disciplinary hearings as directed and recommends disciplinary measures pursuant to the Virgin Islands Board of Education Student Disciplinary Policy and implements same as directed.
- Serves as lead liaison to the Wrap-Around Service Provider.
- Participates in overall program planning and decision making as part of the management team.
- Co-chairs the internal program evaluation process and assist with developing systems to improve program operations and coordination.
- Participate in the selection of staff, coordinate staff training, and assist with performance evaluations for all staff.
- Performs other related duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all aspects of program development;

- Knowledge of and ability to understand and implement programs within federal guidelines;
- Knowledge and ability to conduct training and seminar sessions;
- Ability to organize work effectively, and prioritize objectives;
- Ability to develop positive relationships, build rapport, and motivate at-risk students.
- Ability to maintain a good working relationship with staff, teachers, parents, administrators and other stakeholders;
- Ability to present ideas clearly and concisely;
- Ability to follow written and oral instruction;
- Superior technology skills and an intimate understanding of on-line/web-based instruction and learning.
- Knowledge of the Virgin Islands Department of Education Policies and Procedures.
- Knowledge of the Virgin Islands Board of Education Student Discipline Policy.
- Strong written and interpersonal communication skills, including public speaking skills and listening skills.
- Strong problem-solving, critical-thinking, and independent decision-making skills.
- Ability to function as a team player and to work collaboratively and cooperatively in a shared-decision-making environment.
- Capability to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision.
- Ability to function effectively in hectic and fast-paced work environments through prioritization of multiple, and sometimes conflicting, demands in order to meet established deadlines.
- Ability to maintain strict confidentiality in all program, student, and personnel matters.
- Ability to handle crisis situations with a minimum of supervision.

EDUCATION AND EXPERIENCE

- Master's Degree from an accredited college or university in Education, Human Services, Social Work, Business Administration or closely related field, plus at least three (3) years' experience working with at risk-youth and supervising staff.; **or**

- Bachelor's Degree from an accredited college or university in Education, Human Services, Social Work, Business Administration or closely related field, plus at least five (5) years' experience working with at risk-youth and supervising staff.

“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.”

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| Send your complete application package to careers.stx@vide.vi for consideration. |
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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.
