

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

**INTERNAL JOB ANNOUNCEMENT**

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Coordinator Media and Library Services

**LOCATION:** St. Croix

**Salary Range:** \$60,770.00 - \$93,876.96

**Deadline for applying:** March 20, 2019

**Union:** Educational Administrators Association

**GENERAL STATEMENT OF DUTIES:**

This position is that of an instructional leader with content specific training and expertise. He or she operates as a coach, trainer, resources provider and program manager. This individual reports to a Director or higher level administrator. Work is reviewed through reports, presentations, or projects.

**DUTIES AND RESPONSIBILITIES: (NOT ALL INCLUSIVE)**

- Provides Leadership in the development, implementation and coordination of district wide programs and resources;
- Plans, implements, and /or brokers ongoing training for program personnel and teachers including new teachers and support staff;
- Participates in curricular development and revision;
- Provides on-site technical assistance and support to schools in curriculum, instruction, technology and assessment;
- Monitors the implementation of district-wide programs, resources and services;
- Provides technical assistance and support to schools in the development and implementation of school improvement plans;
- Assists school through classroom visits, consultation, demonstration lessons and conference;
- Keep abreast of national professional trends and changes in related curriculum area and disseminates that information to appropriate audiences;
- Supervises and coordinates the ordering/use of curriculum, instruction, technology and assessment materials/supplies and equipment;
- Consults with adult education programs and other special programs upon request;
- Supervises and coordinates projects developed to improve student achievement;
- Participates in the development and implementation of district instructional and technology programs;
- Develops, advises manages and monitors grant programs and budgetary needs as assigned;

**DUTIES AND RESPONSIBILITIES: (NOT ALL INCLUSIVE)**

- Interprets and communicates program policies and procedures to the Superintendent, school administrators, instructional personnel in the public and non-public school and community;
- Provides leadership in planning and conducting studies;
- Prepares monthly reports to their immediate supervisor on all activities and accomplishments;
- Prepares monthly reports to their immediate supervisor on the status of assigned programs based on data;
- Reviews, provides feedback and monitors the implementation of school improvement plans;
- Develops, implements and evaluates a district improvement plan;
- Implements program policies and procedures as determined by the District and Territory;
- Analyzes student achievement results and recommends changes to the curriculum
- Participates in ongoing professional development.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of the education laws, policies, rules and regulations of the United States Virgin Islands, as well as within respective schools;
- Knowledge of technological programs, electronic, printed and other available resources in order to make helpful suggestions related to student's individual needs or programmatic requirements;
- Knowledge of learning disabilities, and methods of treatment;
- Knowledge of the student learning process;
- Ability to convey computer literacy skills of technological programs use to parents, students and teachers for their personal use;
- Ability to communicate information about community resources in a clear and effective manner;  
Ability to coordinate, implements, and provide advice and guidance on educational programs/project activities;  
Ability to select or develop instructional materials;
- Ability to maintain accurate and complete records as required by district policy and administrative regulations;
- Ability to create a classroom environment that is conducive to learning and appropriate to the maturity, interests, special needs of the students;
- Ability to cooperate and share professionally with members of the administration and other staff;
- Ability to work cooperatively with students, staff, administrators, parents and others;
- Ability to maintain confidentiality about students in accordance with state and federal law as well as district policy.

**EDUCATION AND EXPERIENCE:**

- Appropriately licensed/ certified by the Virgin Islands Board of Education;

Master's degree in library science and at least five (5) years in the field of librarianship and/ or teaching, OR

Master's degree in education - administration and supervision and at least three (3) years in administration.

**“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](mailto: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.**