

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

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

**POSITION TITLE: CAREER AND TECHNICAL EDUCATION COORDINATOR**

**LOCATION:** St. Croix District

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

**Deadline for applying:** July 6, 2018

**Salary:** \$59,000.00

**Union:** American Federation of Teachers (AFT)

**DESCRIPTION**

An employee in this position provides leadership in the development, implementation and coordination of district-wide career and technical education programs and resources in secondary schools. Work entails planning, implementing and brokering on-going training for program personnel and teachers including new teachers and support staff. An employee in this class works directly under the supervision of District Superintendent.

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

- Develops policies, long-rang plans and advocacy for career and technical education based on current research, federal and state requirements and best practices;
- Prepares monthly reports to their immediate supervisor on the status of assigned programs based on pertinent data;
- Understands and promotes comprehensive programs in career and technical education to include co-curricular career and technical student organizations related to each of the discipline;
- Coordinates the career and technical programs in Department of Education, including Agriculture Education, Business and Information, Marketing Education, and Trade and Industrial Education, and is also responsible for the coordination and alignment of all career and technical activities planned with the DOE curriculum;
- Interprets and communicates program policies and procedures to the superintendent, school administrators, and instructional personnel in the public and non-public schools and community;
- Understands and explains the concept of comprehensive programs in career and technical education which includes teaching the academic disciplines of marketing education, business education, health sciences occupations, agriculture education, technology education, and family and consumer sciences education;
- Serves as the DOE contact in career and technical programs;
- Supervises and coordinates the ordering and use of curriculum, instruction, technology and assessment materials/supplies and equipment;
- Plans for the career and technical component of the budget;
- Develops and plans career and technical education grants;

- Maintains updated policies and procedures for the implementation of all career and technical education programs;
- Plans and coordinates comprehensive programs using work based learning strategies for career and technical development;
- Develops and implements on-going evaluation plans for career and technical education and using the results for program improvement;
- Develops school, business and community relations that support the goals of career and technical education;
- Gathers, analyzes and disseminates data related to career and technical education, including local, state and national labor market information;
- Assesses staff development needs and provides quality staff development opportunities in career and technical education;
- Provides leadership in the understanding and promotion of postsecondary options for students especially in technical areas;
- Serves as a liaison between the school and other community based resource agencies;
- Assists schools through classroom visits, consultation, demonstration lessons and conferences;
- Performs other related duties as required or assigned.

### **FACTOR I: KNOWLEDGE AND ABILITIES**

- Knowledge of the education laws, as well as the Departments policies, rules and regulations;
- Knowledge of technological programs, electronic, printed and other available resources in order to make helpful suggestions related to student's individual needs;
- Knowledge of the learning process;
- Ability to coordinate, implement and provide advice and guidance on educational programs, projects and activities;
- Ability to participate in the development and implementation of district instructional and technology programs;
- Ability to monitor the implementation of district-wide programs, resources and services;
- Ability to pass on computer literacy skills of technological programs to parents, students and teachers for their personal use;
- Ability to communicate information about community resources in a clear and effective manner;
- 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.

### **FACTOR II: SUPERVISORY CONTROLS**

- Works under the direct supervision or assignment of the District Superintendent;
- Work is controlled by routine review, reports, consultation and achievement of objectives.

### **FACTOR III: GUIDELINES**

- Virgin Islands Code, as well as federal safety and Departmental policies and procedures must be followed in addition to the HIPPA law with its strict confidentiality guidelines.

### **FACTOR IV: COMPLEXITY**

- Requires a combination of job functions using serious judgment to perform a variety of job responsibilities and requires long hours of concentration, patience and flexibility in unexpected arising situations.
- Responsible for ensuring the safety of children on school grounds and the completion of assignments.

## **FACTOR V: SCOPE AND EFFECT**

- Requires responsibility for the planning and implementation of district programs for career and technical education;
- Errors at this level will have major repercussions that will be counterproductive to district wide goals and curriculum instruction.

## **FACTOR VI, VII: PERSONAL CONTACTS AND PURPOSE OF CONTACTS**

- Contact will be made with students, parents, fellow employees, supervisors, administrators, and work unit.
- Purpose of contacts is to obtain, clarify, or give facts or information to aid in the production of accomplishing objectives and daily tasks.

## **FACTOR VIII: PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to:
  - Stand for long periods of time with intermittent walking, standing, sitting, and bending;
  - Talk or hear within normal range;
  - Reach with hands and arms and handle cumbersome awkwardly shaped items;
  - Read fine print, and review information on a PC monitor, as well as, hard copy output;
  - Lift up to 70 pounds and exert maximum muscle force to lift, push, pull, or carry objects.

## **FACTOR IX: WORK ENVIRONMENT**

- Work is generally confined to an office environment, but may entail travel between schools and activity centers.

## **MINIMUM QUALIFICATIONS**

- Master of Arts degree in Education and 3 (three) years of teaching experience within the USVI Department of Education.
- Current Virgin Islands Board of Education certification 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.”**

**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.*

---

