

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: Improving Education through Positive School Climate
Program Director

LOCATION: Territorial

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
(340) 774-0100

Deadline for applying: Until Filled

Salary Range: \$65,000

Union: Exempt Exempt

DESCRIPTION

The Program Director will oversee a territory-wide program and provide leadership to improve school climate through the implementation of the *Improving Education through Positive School Climate (IEPSC)* program as outlined in the School Climate Transformation Grant (SCTG) focusing on Positive Behavior Intervention and Support (PBIS). The Program Director plans and performs a wide variety of duties requiring a broad knowledge of state and national assessment requirements. The Director will report to the Commissioner or designee. The Director is responsible for the consistent achievement of the program's objectives. **This is a 5 year federally-funded position.**

DUTIES AND RESPONSIBILITIES (NOT ALL-INCLUSIVE)

- Supervises professional, clerical and technical personnel to include social workers, coaches and clerical support;
- Manage day-to-day operations of IEPSC, ensuring that activities are completed and objectives are met;
- Attend all trainings related to PBIS in the territory;
- Monitor school and district data collection and provide data needed for evaluation;
- Provide technical assistance to the districts, schools, coaches and social workers on PBIS;
- Collaboratively develop all PBIS activities with the State Office of Special Education;
- Lead PBIS tiered system of support in behavior in all schools in the territory;
- Oversee and provides guidance to schools, coaches, social works, and others on the implementation of PBIS and ensures fidelity in the implementation at all levels;
- Provide leadership in implementing PBIS program as outlined in the grant;

- Develop, implement, and review the goals, objectives, policies, procedures and priorities of the program;
- Maintain official records and documents, and ensures compliance with federal, state and local regulations;
- Maintain a working knowledge of significant developments and trends in the field;
- Publicize program activities and goals;
- Establish sound working relationships and cooperative arrangements with relevant community groups and organizations, particularly with the State Office of Special Education, District Leadership, and other State Directors;
- Assist the districts and schools to develop a self-sustaining system for PBIS;
- Represent the programs and Department's point of view to agencies and the general public;
- Maintain sound financial practices for the grant;
- Work with staff and the respective departmental personnel to prepare a budget and ensure that program operates within budget guidelines;
- Perform related duties as required.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of Microsoft Office (Word, Excel and PowerPoint);
- Knowledge in the preparation of reports, correspondences and budget estimates;
- Ability to write, update and/or edit policy and procedures;
- Ability to interpret and explain policies and procedures;
- Ability to work in a fast paced environment and multi-task while meeting specific deadlines;
- Ability to work harmoniously and effectively with all those contacted during the course of work;
- Ability to write clearly and concisely;
- Ability to analyze, interpret and summarize statistical data and analytical reports;
- Ability to facilitate employee and public meetings;
- Ability to make oral presentations;
- Ability to make exercise sound independent judgment in carrying out functions of position.

EDUCATION AND EXPERIENCE

- Master's Degree in Education, Social Work, Counseling or other related field, five (5) years successful teaching experience preferably on the Secondary level and two (2) years of progressively strong experience in implementing PBIS.

“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.”