

**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 – Restart Program

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: Non-Union, Exempt

DESCRIPTION

This is highly administrative work which requires the ability to think critically, plan comprehensively and work independently. This position will require excellent organizational skills, promptness in meeting strict deadlines and the ability to function in a stressful/demanding environment. It will involve oversight and coordination of federally funded programs and may involve supervision of employees. An employee in this class is involved with planning, directing, monitoring, and evaluating activities associated with managing federal grant programs. The individual is required to ensure administrative efficiency and compliance with federal and local laws and standards. Work is viewed and evaluated directly through observations and annual performance evaluations. An employee in this class will plan, develop, monitor and follow through on all aspects pertaining to the efficient management of federal programs, funding and reporting. This will involve but not be limited to adhering to local and federal laws, applying fiscal scrutiny and accounting practice. This employee will be required to take the initiative to generate information on new programs/projects which adhere to federal standards while fulfilling the goals of each.

DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)

- Develop and implement and monitor program, professional development, content, performance, practitioner, and data quality standards.
- Assess and evaluates existing courses and programs in the schools and other service providers;
- Collaborate with coordinators and program directors to plan and develop curriculum, pathways course clusters directly related to the programs;
- Assist in the development of policies relevant to the career & technical and adult

educations programs; Provides, if needed, technical assistance to the programs; • Compiles statistical data • Manages project grants and prepares program budgets; • Insure that programs are in compliance with all federal, local and departmental regulations, mandates procedures and practices. • Performs other related duties as required.

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; • Knowledge of applicable federal and local law and departmental policies and regulations; • Knowledge of Microsoft computer applications (word, excel, power point); • Strong written and oral communication skills; • High level of critical thinking and reasoning skills; • Ability to conduct research, compile data and write technical reports; • Ability to perform detailed and complicated work; • Ability to instruct personnel in a clear and comprehensible manner; • Ability to establish and maintain multiple projects; • Ability to maintain effective working relationships. • Ability to present ideas clearly and concisely; • Ability to plan and develop standards, curriculum, and standard operating procedures; • Ability to follow written and oral instructions.

EDUCATION AND EXPERIENCE

• Master's Degree from an accredited college or university in Business Administration, Management, Public Administration, or Program Administration, plus at five (5) years' experience working with federally-assisted programs (one of which should be in a supervisory capacity) or grant management.

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.
