

**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:** Program Manager (Restart Program)

**LOCATION:** Territorial

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

**Deadline for applying:** Open Until Filled

**Salary:** \$50,000

**Union:** Exempt

**\*Please note that this position is federally funded and subject to the availability of funds\***

**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. 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 oversight and coordination of federally funded programs including adhering to local and federal laws, applying fiscal scrutiny and accounting practice. The individual is required to ensure administrative efficiency and compliance with federal and local laws and standards. Direct supervision is received from the State Disaster Relief Team. Work is viewed and evaluated directly through observations and annual performance evaluations.

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

- Develops and implements systems to meet the needs of the Disaster Relief Grants, specifically the Immediate Aid to Restart School Operations grant;
- Understands Federal guidelines and educates grant participants on federal compliance requirements and guidelines;
- Collaborates with Program Assistants and Disaster Relief Team to plan and develop
- best practices for the collection of data;
- Assist in the development of policies relevant to federal grant implementation;
- Manages the identified timelines and deadlines;
- Provides, if needed, technical assistance to the programs;

- Develop and implement plans to increase data certification processes;
- Provides a periodic progress report to the Disaster Relief Team;
- Develop and implement program, professional development, content, performance, practitioner and data quality standards;
- Compiles statistical data on students enrolled in public and non-public schools;
- Manages project grants and prepares program budgets;
- Insures that the Immediate Impact Aid to Restart Schools is 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 sessions and seminars;
- Knowledge of applicable federal and local law and departmental policies and regulations;
- Ability to work cooperatively with other Department of Education employees, community workers, and the public;
- Knowledge of Microsoft Office Suite;
- 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 work cooperatively with other Department of Education employees, community workers, and the public;
- 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**

- Bachelor's Degree in Business Administration or appropriate field of study **AND**;
- Three (3) years of project management experience, including tracking and planning projects. Experience in managing Federal grants would be an asset.

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.”

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

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.

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*Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

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