

**GOVERNMENT OF THE VIRGIN ISLANDS**  
**VIRGIN ISLANDS BOARD OF EDUCATION**



**VACANCY ANNOUNCEMENT**

**Job Title: Executive Director**

**Agency: VI Board of Education**

**Salary: \$85,000 - \$92,000**

**Location: St. Thomas, U.S. Virgin Islands**

**Class: EXEMPT**

**Deadline: OPEN UNTIL FILLED**

**DEFINITION:** Executive Director is the management team leader and is a confidential policy maker appointed by the governing board (“the Board”) and shall serve at the pleasure of the Board, under the supervision of the Chairman pursuant to the Board’s bylaws. The Executive Director is responsible for providing high level professional and administrative planning, evaluation, coordination, and reporting regarding personnel, programs, and policies of the VIBE. The Executive Director maintains a close working relationship with and reports regular progress to the Chairman of the Board. He or She is also the coordinator of internal and external communications for the VIBE.

**EXAMPLES OF DUTIES:** Ensures adherence to the VIBE’s and the Government of the Virgin Is-lands’ policies and procedures; plans and develops operating procedures and policies which support the goals and objectives of the VIBE; organizes workshops and community information programs to enhance education services; supervises and evaluates the fiscal operations of the VIBE; interprets and disseminates local and federal mandates, regulations and guidelines to program and student participants; monitors, re-ports and make recommendations for funding of the Territorial Scholarship and loan programs; reviews professional educator applicants and makes recommendations based on the VIBE’s certification policy, rules, and regulations; analyze, design, develop, implement and evaluate VIBE policies, rules, regulations, and make recommendations on matters pertaining to legislation, administration and interagency relations; prepares Board plans and all required reports; confers, attends meetings with federal officials, education officials and other government representatives on education and/or Board matters; coordinate and participate in VIBE hearings with individuals and entities regarding educational matters; and other related duties as may be assigned by the governing board.

**MINIMUM QUALIFICATIONS:** Master’s degree in education leadership, Public or Business Administration/Management or closely related field, from an accredited institution with ten (10) years of progressively responsible experience in management, five (5) years of which must have been in a leadership capacity.

**HOW TO APPLY:** Persons interested in this position must submit the following information: 1) a detailed letter of interest specifically addressing the qualifications mentioned in this announcement and 2) current resume with salary history. The application package must be emailed to Alcanta DeWindt, Director of Business and Finance at [adewindt@myviboe.com](mailto:adewindt@myviboe.com) with “Executive Director Position’ in the subject line, or mailed to P. O. Box 11900, St. Thomas, VI 00801, Attention Alcanta DeWindt. Please call 340-774-4546 to confirm the VIBE’s receipt of your email or mailed documents. **This position will remain open until filled.**

**THIS JOB ANNOUNCEMENT IS NOT INTENDED TO BE ALL-INCLUSIVE. EMPLOYEE MAY PERFORM OTHER RELATED DUTIES TO MEET THE NEEDS OF THE VIBE. THE VIRGIN ISLANDS BOARD OF EDUCATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**