

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



VACANCY ANNOUNCEMENT

Job Title: Associate Executive Director
Agency: VI Board of Education
Salary: \$85,000

Closing Date: Open Until Filled
Location: St. Croix, US Virgin Islands
Class: Unclassified

Definition: Under general direction, the Associate Executive Director will assist in the overall management of the VI Board of Education ("VIBE"). The Associate Executive Director is a confidential policy maker appointed by the VIBE's governing board ("Board") and shall serve at the pleasure of the Board, under the supervision of the Executive Director. The Associate Executive Director will utilize his or her experience, judgment, and knowledge to review, evaluate, and influence decisions regarding the VIBE's operations, including but not limited to, modifying internal operations and policies where necessary to ensure compliance with all applicable federal and local laws. The Associate Executive Director will be involved in the strategic development of policies and programs which support the VIBE's operational activities, its mission and core values. The Associate Executive Director will direct staff and be required to act in the Executive Director's absence and perform related duties as required.

EXAMPLES OF DUTIES: Ensures adherence to the VIBE's and the Government of the Virgin Islands' 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, reports 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 inter-agency 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: BA degree in Public or Business Administration/Management or closely related field from an accredited institution, with seven(7) years of progressively responsible experience in management, five(5) years of which must have been in a leadership capacity; OR Executive Master of Business Administration, Master's degree in Public or Business Administration/Management or closely related field, from an accredited institution with five(5) years of progressively responsible experience in management, three(3) years of which must have been in leadership capacity. Master's Degree is preferred.

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 Kyza A. Callwood, PhD. Chairman of Governing Board at kcallwood@myviboe.com with "Associate Executive Director position" in the subject line.

The 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