

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



VACANCY ANNOUNCEMENT

Job Title: Researcher

Closing Date: Open Until Filled

Agency: Virgin Islands Board of Education

Location: St. Thomas/St. Croix/St. John, US Virgin Islands

Salary: Starting at \$41,600

Class: Temporary

Position Summary:

The Virgin Islands Board of Education seeks a highly motivated and detail-oriented Researcher to support its mission of promoting excellence and accountability in education throughout the Territory. The Researcher will play a key role in conducting comprehensive studies, analyzing educational policies and data, and providing critical insights that support strategic planning, legislative recommendations, and policy development. This position requires strong analytical skills, a commitment to equity, and the ability to translate data into actionable information.

Key Responsibilities:

- **Design and Implement Research Projects:**
Plan, execute, and manage in-depth research projects that evaluate educational programs, institutional effectiveness, and policy initiatives that align with the Board's strategic goals.
- **Data Collection and Analysis:**
Conduct data gathering from primary and secondary sources, including schools, surveys, assessments, interviews, and public databases. Analyze complex data using statistical software to uncover insights that inform decision-making.
- **Reporting and Dissemination of Findings:**
Prepare and present comprehensive reports, infographics, policy briefs, and executive summaries that effectively communicate research findings to board members, stakeholders, and the public.
- **Program Evaluation:**
Monitor educational outcomes and assess the impact of Board initiatives and legislation. Recommend data-driven adjustments to improve programs and enhance student achievement.
- **Policy Analysis and Development Support:**
Conduct comparative studies and literature reviews to support the development of new education policies and revise existing ones. Provide objective, evidence-based recommendations to inform policy decisions.
- **Stakeholder Collaboration:**
Engage with educators, administrators, public officials, and community stakeholders to collect qualitative insights and ensure research relevance. Participate in meetings, advisory groups, and strategic planning sessions.

- **Research Integrity and Compliance:**
Maintain ethical research standards, data confidentiality, and compliance with regulations such as FERPA. Ensure accuracy and transparency in all research activities.
- **Professional Development and Industry Trends:**
Stay abreast of current research methodologies, educational trends, and best practices. Apply innovative approaches to enhance research effectiveness and relevance to the Territory's needs.
- **Support Grant and Funding Initiatives:**
Identify funding opportunities and contribute research content and data justification to support grant proposals and project development.

Minimum Qualifications:

- Bachelor's degree in Education, Public Policy, Statistics, Research, or a related field (Master's preferred).
- Minimum of three (3) years of experience in research, data analysis, or program evaluation in an educational or governmental setting.
- Proficiency in Microsoft Office and statistical software such as SPSS, STATA, SAS, R, or Excel.
- Excellent written and verbal communication skills with the ability to present complex data.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work independently and collaboratively in a team environment.

Preferred Qualifications:

- Experience working in or with the U.S. Virgin Islands education systems.
- Familiarity with local and federal education legislation and policies.
- Experience in writing policies or supporting funding proposals.

Knowledge of qualitative and quantitative research methodologies.

HOW TO APPLY

Persons interested in this position must submit an application and current resume. The application package must be emailed to Sandra Bess, Interim Executive Director at sbess@myviboe.com with "Researcher position" in the subject line. Please call 340-774-4546, option 5, to confirm the VIBE's receipt of your email..