

**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 (Employee Effectiveness System)

LOCATION: St. Thomas/St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stti@vide.vi

Deadline for applying: Until Filled

Starting Salary: \$50,000.00

Union: EXEMPT

DESCRIPTION

This is responsible technical related work which requires the individual to support and contribute to the program's planning evaluation, knowledge management and monitoring. He/she will identify performance indicators, develop quality assurance strategies, train program employees and other stakeholders, maintain constant communication with all program partners and ensure all program aspects comply with institutional requirements. The Employee Effectiveness System (EES) was developed to enhance the quality of work within the VIDE. It seeks to enhance the longevity of the VIDE and maintain a structure and sets the tone for organizational behavior. Work is performed under the direction of the Commissioner or designee.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Project management of the workgroup evaluation processes, objectives and desired outcomes during development, design and delivery periods.
- Provide support and feedback to the Commissioner and District Leads on the evaluation system performance peaks, informs on shortfalls where leadership attention is needed.
- High aptitude for frequent use of various technology tools such as research based web searches, excel, and interpretation of data both available and created to maintain knowledge of performance metrics.
- Ability to rapidly adapt content and capacity knowledge of performance management software; day-to-day portal support required to assist users in navigating the evaluation platform
- Comprehension of the union CBA's body of knowledge which serves as a guidance and administrative document for design and development.

- Efficient reporting practice of district data for the territory; weekly and monthly tracking of the progress and status of the workgroup evaluation performance.
- Upkeep of the VIDE Portal management which serves as the e-document resource for all evaluation processes.
- Preserve and edit evaluation electronic guidebooks, forms, timelines, and documents created in support of the live, pilot and design processes.
- Partner with District Leads and Workgroup Managers, to support live and pilot processes; provide supportive communication and reports on district evaluation performance
- Demonstrate skill in coaching staff, peers and other stakeholders.
- Provide technical assistance to other departments as needed.
- Conduct training both in-person and virtual of the performance management system, resource portal and additional aides to workgroups, team leads and supervisors.
- Attend monthly planning team meetings, contributes to the ongoing conversation of evaluation development to support the organization's goals for the employee performance management system.
- Develops and maintains budget that captures expenditures to ensure program quality and needs required for training, development, design and all phases associated with monitoring the program
- Perform related duties as required.

KNOWLEDGE, SKILL AND ABILITIES

- Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents.
- Excellent organization skills.
- Ability to analyze situations to define issues and draw conclusions.
- Ability to multi task and schedule a significant number of activities, meetings, and/or events.
- Ability to make decisions in accordance with established policies and regulations.
- Ability to write concise reports, carry out instructions and develop comprehensive plans with minimum supervision.
- Ability to speak persuasively to implement desired actions.
- Demonstrated ability to effectively manage and participate in multiple complex initiatives.
- Ability to establish and maintain effective working relationships with staff at all levels and all persons contacted during the course of the work.
- Knowledge of VIDE policies, regulations, and standard operating procedures.
- Proficiency in Microsoft Office Word, Excel and Outlook.
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to work independently with little supervision but collaboratively
- Ability to develop and maintain effective working relationships with members of the Department's staff and other external entities and bodies;
- Ability to exercise sound, independent judgment in carrying out functions of the position.

Commented [YM1]: NO BUDGET IS ASSOCIATED WITH EES, SO THIS DUTY IS NOT IN EFFECT. HOWEVER, IN THE EVENT THAT A BUDGET IS IDENTIFIED TO SUPPORT EES, THIS DUTY WILL BECOME NECESSARY

EDUCATION AND EXPERIENCE

- Master's degree in Education Administration, Curriculum and Instruction, Business, Communications, Psychology or related field and four (4) years of progressive work experience in education, classroom teaching, training, management, leading projects, workflow management, compliance, recruitment initiatives.
- Bachelor's degree in Business, Communications, Psychology or related field and eight (8) years of progressive work experience in education, classroom teaching, training, management, leading projects, workflow management, compliance, recruitment initiatives.

“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.sttj@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.
