



**Government of the United States Virgin Islands  
Department of Education  
Office of Human Resources**

**POSITION: PRINCIPAL**

**DESCRIPTION**

A principal serves as the school and educational leader responsible for development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Administers the program in accordance with board policies, statutory requirements, administrative rules and regulations, and consistent with collective bargaining agreements. Serves as an advocate for the staff, school, and school community as appropriate. Incumbent works under the general supervision of the Superintendent and/or Superintendent Designee. Utilizes the strategic plan, district goals, district policy, and the approved school improvement plan to guide both personal leadership and the work of the school staff. Annual evaluation will be based upon this job description, goals and objectives specific to the school or the position, student achievement data, and overall performance.

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

- Maintain an effective educational program consistent with both local and federal guidelines, policies, regulations and strategic plan of the Department;
- Establish a professional learning culture through a solid foundation of shared mission, vision, values and goals;
- Develop a collaborative culture for improving student achievement;
- Establish and maintain an effective learning climate in the school;
- Initiate, design and implement programs to meet specific needs of the school;
- Ensure implementation of the Virgin Islands Department of Education approved curriculum;
- Direct and monitor the development of the school's instructional program;
- Plan, organize and direct implementation of all school activities;
- Make recommendations concerning the school's administration and instruction;
- Assist with the preparation of the school's budget and monitor expenditures;
- Prepare or supervise the preparation of reports, records, lists and all other required information and data;
- Coordinate and work with the central administrative staff on school needs, problems, and/or effectiveness;
- Assume responsibility for the implementation and observance of all board policies and regulations by the school's staff and students;
- Schedule classes within established guidelines to meet student's needs;
- Monitor all dimensions of the special education program in the school to ensure compliance with federal and local mandates and guidelines;
- Maintain high standards of student conduct and enforce discipline, as necessary, according to Department of Education's policy and the due process rights of students;
- Attend special events held to recognize student achievement; attend school-sponsored activities, functions and athletic events;
- Supervise the maintenance of accurate records on the progress and attendance of students;
- Supervise all professional, paraprofessional, administrative and non-professional personnel assigned to the school;
- Develop leadership skills, particularly instructional leadership, of the assistant principals assigned to the school;
- Evaluate and counsel all staff members regarding their individual and group performance;

- Supervise the daily use of the school facilities for both academic and nonacademic purposes;
- Perform related work as required.

## **KNOWLEDGE, SKILL AND ABILITIES**

- Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a school;
- Thorough knowledge of the school district's strategic plan goal and objectives for student outcomes;
- Thorough knowledge of the Department's school policies and procedures;
- Thorough knowledge of the Department's current curriculum framework;
- Thorough knowledge of a balanced assessment system;
- Ability to communicate effectively in oral and written communications;
- Ability to motivate others to reach their fullest potential;
- Ability to write concise reports, carry out instructions and develop comprehensive plans with minimal supervision;
- Ability to supervise and coordinate in-service training and workshops;
- Knowledgeable of approaches for fostering the involvement of parents, family and community members in educational planning, implementation and evaluation;
- Ability to execute the seamless transition of all students, regardless of learning needs, across educational and other programs from birth through adulthood;
- Ability to interpret laws & policies pertaining to the learning, disciplinary, social and health needs of students;
- Ability to develop and maintain effective working relationships with members of the Department's staff, students, parents, and other external entities and bodies.
- Proficient in the use of Microsoft Office Suite;

## **EDUCATION AND EXPERIENCE**

- Master's degree from an accredited institution in Administration and Supervision **AND**;
- Five (5) years' experience as an Assistant Principal within the U.S. Virgin Islands Public School System **AND**;
- Current certification as a Principal from the Virgin Islands Board of Education (VIBE).

**“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.”**

Complaint may write to:

Director  
Division of Human Resources  
21-33 Hospital Street  
Christiansted VI 00820

Director  
Division of Human Resources  
1834 Kongens Gade  
St. Thomas VI 00802