

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** LEA Program Manager

**LOCATION:** St. Thomas/St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**

[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

Deadline for applying: Until Filled

Salary: \$50,000

Union: Exempt

**This is a federally funded position and is based on the availability of funds**

**DEFINITION**

This is a district level position which provides oversight of the local projects consolidated and funded through federal funds. An employee in this class is responsible for monitoring, providing equitable consultation, and technical assistance for both the District and Non Public Schools. The employee in this position receives administrative supervision from the District Superintendent or designee. Work is reviewed for conformity with established laws, rules and federal and local regulations.

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

- Monitor programs funded by grants to ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor
- Provide technical assistance for LEA staff and private school officials;
- Provide status report of non-public school and District spending to District Superintendent and Federal Grants Manager;
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely submission of time certifications and personnel reimbursements.
- Review and monitor federal grant data in the MUNIS ERP system;
- Assist program monitor with monitoring interventions and programs funded by grants to ensure compliance with grantor guidelines
- Consults with Non-Public schools officials and District Coordinators on expenditure of funds and conducting programs based on schools' needs;
- Understands, communicates, and applies organizational policies effectively and consistently;

- Work collaboratively with the State Ombudsman to ensure compliance with private school participation requirements;
- Oversee the preparation and timely submission of grant applications, application amendments, and budget modifications/transfers;
- Keeps projects on track and completes key program tasks in a timely manner;
- Performs other related duties as required.

### **FACTOR I: KNOWLEDGE AND SKILLS REQUIRED**

- Thorough knowledge of federal programs' specific and general compliance requirements and allowable costs;
- Thorough knowledge of grant processes including accounting and financial reporting;
- Knowledge of Government financial/cost accounting;
- Knowledge of grants development, proposals, applications, and administration;
- Proficiency in the use of financial management software to include spreadsheets and databases;
- Ability to interpret complex grant funding requirements, submissions, and budget projections;
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration;
- Ability to review the work of others to ensure conformance to standards;
- Ability to communicate verbally and in writing, with ability to transform ideas into text;
- Ability to develop and maintain productive interpersonal/human relations;
- Ability to develop and implement policies;
- Ability to conduct research;
- Ability to maintain accurate records and attend to details;
- Ability to operate personal computer with knowledge of various software programs and database management;
- Ability to organize own work, setting priorities and meeting critical deadlines;
- Ability to maintain confidentiality;
- Ability to use sound judgment and good organizational skills;

### **SUPERVISORY CONTROLS**

Work is assigned to the employee and administrative supervision from the District Superintendent. Employee is expected to use sound judgement when completing assignments.

### **GUIDELINES**

Guidelines include Virgin Islands laws and codes governing education, and the Department of Education's rules, regulations, policies, operating procedures and manuals;

### **COMPLEXITY**

This position is highly complex and requires a combination of job functions using sound judgment and good organizational skills to perform a variety of job responsibilities;

### **PERSONAL CONTACTS & PURPOSE OF CONTACTS**

Contacts are made with federal programs managers, commissioners, directors, other employees and financial officers. Contacts are made to obtain and distribute information regarding federally funded programs and activities.

### **PHYSICAL DEMANDS**

Work is mostly sedentary. No unusual physical demands are required.

### **WORK ENVIRONMENT**

Work is performed primarily in an office setting, where no special safety regulations or precautions are necessary.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Education, Business, or any other related field with credits in accounting and/or finance. A minimum of three (3) strong progressive years of experience in grants financial management, finance, accounting, federal grants and/or audit grant management.

**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](mailto:careers.sttj@vide.vi) for consideration.

**\*\*\*DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. \*\*\***

**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.**

---

*Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate.*

---