

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Coordinator of Health and Physical Education

LOCATION: St. Croix District

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

Deadline for applying: Until Filled

Starting Salary: \$59,000-\$69,821

Union: Educational Administrator's Association - EAA

GENERAL STATEMENT OF DUTIES

An individual selected for this position will be involved in the planning, designing, organization, conjunction, and evaluation of health and physical education programs; analyzing health needs, preparation of health and physical education materials; and coordination of health sessions for the Health and Physical Education office. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. This individual reports to the Insular Superintendent of designee.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Provides support in the development, implementation and coordination of district wide programs and resources.
- Plans, implements, and provide ongoing training for program personnel and teachers including new teachers and support staff.
- Participates in curriculum development and/or revision.
- Monitors the implementation of district-wide programs, resources and services.
- Assists schools and teachers by providing classroom visits, consultation, demonstration lessons and conferences.
- Keeps abreast of national professional trends and changes in related curriculum area and disseminates that information to appropriate audiences:
- Coordinates projects developed to improve student achievement.
- Develops, manages and monitors grant programs and budgetary needs as assigned.

- Interprets and communicates program policies and procedures to administrators, instructional personnel in the public and non-public schools and community.
- Provides leadership in planning and conducting studies.
- Prepares monthly reports to immediate supervisor on all activities and accomplishments.
- Prepares monthly reports to immediate supervisor on the status of assigned programs based on data.
- Reviews, provides feedback and monitors the implementation of school improvement plans.
- Develops, implements and evaluates a district improvement plan
- Analyzes student achievement results and recommends changes to the curriculum.
- Assess and analyzes health and physical education needs;
- Formulates and develops plans, procedures and programs to meet specific health/physical education needs;
- Researches, designs, develop, evaluate, and review health/physical programs and materials recommends modifications as appropriate;
- Selects or develops instructional methods, training aids, manuals and other materials;
- Formulates learning objectives, plans, designs and develops methods for the assessment and evaluation of health/physical effectiveness;
- Assists in planning long-range health/physical education goals and objectives;
- Assists in preparing budgets for various health/physical education programs;
- Assists in the preparation of health/physical education reports;
- Assists in solving health/physical education problems and ensuring effective utilization of modern health/physical education methods and techniques;
- Maintains files and records, supplies and materials as required;
- Conducts health/physical education assessments and other related studies of limited scope and complexity;
- Conducts presentations on behalf of division;
- Performs other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS (Not All Inclusive):

- Knowledge of the Individuals with Disabilities Education Act (IDEA), the provisions of Section 504 of the IDEA and related departmental policies and procedures;
- Knowledge of local laws governing health/physical education and related policies and procedures
- Knowledge of teaching and learning health/physical education practices and procedures
- Knowledge of adult education principles and relationship to health/physical education issues
- Understanding of laws dealing with health/physical education issues
- Understanding of the budget preparation process;

KNOWLEDGE, ABILITIES AND SKILLS cont'd

- Ability to create a classroom environment that is conducive to learning and appropriate to the maturity, interests, and special needs of the student;
- Ability to formulate, develop and implement learning objectives;
- Ability to formulate, develop and implement training objectives;
- Ability to articulate training initiatives and objectives.

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university with major course work in Health/Physical Education; **and**
- **Submission of certification from the Virgin Islands Board of Education as a Health/Physical Education Coordinator**

Submit your complete application package to VIDE St. Croix Human Resources Office OR email documents to careers.stx@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.
