



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF  
**EDUCATION**

*Human Resources*

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**Nicole Jacobs, IPMA-SCP, SHRM-SCP**  
Director

**POSITION TITLE:** PROGRAM MANAGER (*STATE OFFICE OF CAREER, TECHNICAL AND ADULT EDUCATION*)

**SALARY:** \$40,000.00-\$50,000.00

**UNION:** Exempt

**DESCRIPTION**

This is highly administrative work which requires the ability to think critically, plan comprehensively and work independently. This position will require excellent organizational skills, promptness in meeting strict deadlines and the ability to function in a stressful/demanding environment. It will involve oversight and coordination of federally funded programs and may involve supervision of employees. An employee in this class is involved with planning, directing, monitoring, and evaluating activities associated with managing federal grant programs. The individual is required to ensure administrative efficiency and compliance with federal and local laws and standards. Direct supervision is received from the State Director of Career, Technical and Adult Education. Work is viewed and evaluated directly through observations and annual performance evaluations.

An employee in this class will plan, develop, monitor and follow through on all aspects pertaining to the efficient management of federal programs, funding and reporting. This will involve but not be limited to adhering to local and federal laws, applying fiscal scrutiny and accounting practice.

This employee will be required to take the initiative to generate information on new programs/projects which adhere to federal standards while fulfilling the goals of each.

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

- Develops and monitor programs to meet the needs of career, technical (CTE) and adult education (AE) students in the territory;
- Assess and evaluates existing courses and programs in the schools and other service providers;
- Collaborate with coordinators and program directors to plan and develop curriculum, pathways course clusters directly related to the programs;
- Assist in the development of policies relevant to the career & technical and adult educations programs;
- Assesses the progress of CTE and AE students by monitoring the respective programs;
- Provides, if needed, technical assistance to the programs;
- Develop and implement plans to increase student enrollment in CTE and AE programs;



- Develop and implement program, professional development, content, performance, practitioner, and data quality standards.
- Compiles Statistical data on students on students enrolled in the CTE and AE programs;
- Manages project grants and prepares program budgets;
- Insure that the CTE and AE programs are in compliance with all federal, local and departmental regulations, mandates procedures and practices.
- Performs other related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of all aspects of program development;
- Knowledge of and ability to understand and implement programs within federal guidelines;
- Knowledge and ability to conduct training and seminar sessions;
- Knowledge of applicable federal and local law and departmental policies and regulations;
- Knowledge of Microsoft computer applications (word, excel, power point);
- Strong written and oral communication skills;
- High level of critical thinking and reasoning skills;
- Ability to conduct research, compile data and write technical reports;
- Ability to perform detailed and complicated work;
- Ability to instruct personnel in a clear and comprehensible manner;
- Ability to establish and maintain multiple projects;
- Ability to maintain effective working relationships.
- Ability to present ideas clearly and concisely;
- Ability to plan and develop standards, curriculum, and standard operating procedures;
- Ability to follow written and oral instructions.

#### **EDUCATION AND EXPERIENCE**

- Master's Degree from an accredited college or university in Business Administration, Management, Public Administration, or Program Administration, plus at five (5) years' experience working with federally-assisted programs (one of which should be in a supervisory or lead worker capacity) or grant management.