



## U.S. VIRGIN ISLANDS DEPARTMENT OF EDUCATION DIVISION OF HUMAN RESOURCES

### APPLICATION PROCEDURES

#### PLEASE READ CAREFULLY

Thank you for expressing an interest in professional employment in the U.S. Virgin Department of Education. The selection of outstanding professional personnel is the single most important factor insuring focus on student success. Our school system seeks individuals from among the most qualified, who want to make a difference in educating all children.

Our application, screening and selection process allows the personnel Department to fairly consider all applicants and select those individuals who have the greatest potential for reaching our goal in insuring focus on student success. You must update your application every six (6) months to ensure that your file is kept active. Your failure to do so will result in your file being removed from our database in two (2) years.

#### APPLICATIONS

1. Applications are sent to all who request them, regardless of existing vacancies or number of applications already on file. **The issuance of such application forms does not imply that there are vacancies or that you will be considered for immediate employment.**
2. You are required to provide **ALL** information requested in the application.
3. Applications should be submitted in a complete package. For a **NEW APPLICANT**, a complete package consists of the following items:
  - a. Completed professional employment application marked as "**NEW APPLICANT**"
  - b. Completed transcript(s) for **ALL** colleges and universities attended. (Applicants currently enrolled in a degree or certification program must submit complete transcript(s) of courses up through the date of the filing of this application). **Transcripts should be sent directly from the college/university to our offices.**
  - c. Three professional references from a person who has supervised your work or is familiar with your work.
  - d. **Passing Praxis I or Praxis II scores.** Every new secondary school teacher or elementary content area teacher (art, music, physical education, etc.) hired **AFTER** the 1995-1996 school year must take and pass the Praxis I examination, which consists of Reading, Writing, and Mathematics sections. Elementary K-6 teachers must take the Praxis II examination in Elementary Education: Content Knowledge.
  - e. Police background check (local and national if applicable). **YOU** are responsible for requesting the background check from your local law enforcement agency, and submitting it or having them submit it to us.
  - f. Copy of birth certificate
  - g. Proof of U.S. citizenship

- h. Physician statement of good health
  - i. Copy of Social Security card
  - j. Copy of a valid Picture I.D.
  - k. Proof of full-time teaching experience
4. An applicant applying for **RE-EMPLOYMENT** must submit the following items with the application package:
- a. Completed professional employment application marked as “**RE-EMPLOYMENT**;
  - b. Transcript(s) of courses completed since the separation from the U.S. Virgin Islands Department of Education. Transcripts should be sent directly from the college/university to our offices.;
  - c. Three professional references from principal(s) or supervisor(s).
  - d. If you hold certification from any other state in teaching or any leadership field, a copy must be included with the application package.
  - e. Police background check (local).
  - f. Copy of birth certificate
  - g. Proof of U.S. citizenship
  - h. Physician statement of good health
  - i. Copy of Social Security card
  - j. Copy of a valid picture I.D.
  - k. Proof of full-time teaching experience
5. Any application package not completed within a sixty day period from the date of filing will be destroyed.
6. You should promptly notify the Division of Human Resources, **IN WRITING**, of changes of name, address and telephone number. A permanent address and phone number should be provided if you anticipate a change in residence within the next year.
7. You should send written notice to the Division of Human Resources if you are no longer interested in employment with the U.S. Virgin Islands Department of Education.
8. Your application will remain active in our file for one year. It will be maintained for a three-year period, after which it will be destroyed.
9. Your completed application package should be sent to:
- |   |   |
|---|---|
| <p><b><u>St. Croix</u></b><br/>         Department of Education<br/>         Division of Human Resources<br/>         #2133 Hospital Street<br/>         Christiansted, V.I. 00820<br/>         Attn: Director of Human Resources</p> | <p><b><u>St. Thomas</u></b><br/>         Department of Education<br/>         Division of Human Resources<br/>         1834 Kongens Gade<br/>         St. Thomas, V.I. 00802<br/>         Attn: Director of Human Resources</p> |
|---|---|
10. References are the responsibility of the applicant. References required for considering applicants for employment are: The administrators and supervisors who have observed

the applicant as a full time teacher, as a substitute teacher over a period of time, or as a student teacher. References are to be submitted in sealed envelopes.

**NOTE:** ANY AND ALL MATERIALS SUBMITTED AS PART OF THE APPLICATION PACKAGE BECOME THE PROPERTY OF THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. FAILURE TO COMPLY WITH ALL REQUIREMENTS OF THE APPLICATION PROCEDURES WILL RESULT IN A DELAY IN CONSIDERING YOUR APPLICATION.

## **INTERVIEWS**

11. Due to the number of applications, all applicants cannot be formally interviewed. The Division of Human Resources carefully screens each application and selects the most qualified applicants to be considered for interview.

Information regarding the position for which you are applying, your educational training, work experience, teaching credentials and quality of your references are entered into our database for active applicants.

12. Applicants should not contact individual schools regarding interview and/or employment consideration. This must be done through the Division of Human Resources.

## **EMPLOYMENT**

1. Teachers employed by the U.S. Virgin Islands Department of Education receive assignments on the basis of the total needs of the system. Requests for specific areas of the territory or specific schools will be considered, **but assignment is not guaranteed.**
2. **If an applicant is under contract with another school system, a statement of contract release must be submitted prior to consideration for employment.**
3. Applicants are considered for employment after existing personnel have been recommended and assigned. Generally, hiring for new positions begins in May and continues until all vacancies are filled.
4. In order to avoid placement conflicts, each applicant must list all relatives who are employed by the U.S. Virgin Islands Department of Education as requested on the application.
5. A national and local criminal background check on all new employees is required.
6. A pre-employment drug test is required for all employees.

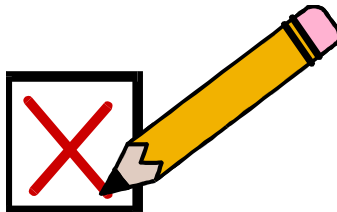
## **CERTIFICATION**

All teachers employed must hold or be eligible for a valid, in-field, Virgin Islands teaching certificate. Applicant files are submitted to the Board of Education by our office as part of the application process.

Virgin Islands Board of Education  
P.O. Box 11900  
St. Thomas, VI 00801  
(340) 774-4546

Virgin Islands Board of Education  
Sunny Isles Professional Building  
Suite #1  
St. Croix, VI 00820  
(340) 772-4144

# IMPORTANT



EACH QUESTION MUST BE  
ANSWERED TO CONTINUE  
PROCESSING YOUR APPLICATION.

INCLUDE NO, NOT  
APPLICABLE, OR NONE, IF  
APPROPRIATE.