

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Guidance Counselor

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES
(340) 774-0100 EXT. 8078, 8226, 8054**

Deadline for applying: Until Filled

Starting Salary: \$ 36,240 **GRADE:** ET-06 **STEP:** 0

Union: AFT

Position: St. Thomas District (6)

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

Counseling:

Conducts developmental group activities that assist student in the process of developing positive self-concepts.

- Counsels with students on an individual and/or small group on the management of personal, social, educational, and career concerns;
- Interprets personal, social, educational information and test results to the students, parents, teachers, administrators, and other professionals;
- Remains steadily available to students to provide individual and/or group counseling (with common concerns) that will lead each student to increased personal growth, self-understanding and maturity;
- Assists teachers in identifying potential drop outs and consults with teachers on alternative;
- Help students evaluate career interests and choices;
- Assists parents, teachers, and administrators in relating positively to students by improving human relation skills.
- Confers with teachers to develop management strategies to meet the needs of individual students;
- Participates in in-service training programs relative to guidance programs;
- Maintains a working knowledge of the testing program and interprets test results to students, parents, and faculty
- Encourages parental visits to increase parental awareness of the program available to students

DUTIES AND RESPONSIBILITIES con't

- Refers to psychologists, special education personnel, and other specialists concerning students with specific learning, emotional, or other problems;
- Participates in the development of special programs for the school.
- Provides classroom guidance activities as determined by a needs assessment.

Education and Experience

A master's degree in Guidance and Counseling, USVI teaching certificate.

Knowledge, Skill and Abilities

- Knowledge of the operation and care of the digital computer and its peripheral equipment;
- Knowledge of computer operating systems and preparation and use of job control cards;
- Knowledge of peripheral operational methods and techniques;
- Knowledge of programming principles and techniques;
- Knowledge of the capabilities of the general-purpose digital computer and its peripheral equipment;
- Knowledge of the principles and methods used in obtaining maximum utilization of computer equipment;
- Ability to operate a digital computer and related data processing equipment;
- Ability to follow detailed program instructions;
- Ability to instruct subordinate employees in the methods of operations to be followed in preparing data;
- Ability to work effectively with programmers, subordinates, associates and others;
- Ability to reason and think logically;
- Ability to plan, organize and supervise the work of subordinate employees.

“NO PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”

Posted: 6-29-10

Nicole Jacobs
Director
Division of Human Resources