

**POSITION TITLE:** State Ombudsman Officer

**LOCATION:** Federal Grants Office (St. Thomas)

**DESCRIPTION**

An employee in this class monitors and enforces Title I and Title VIII equitable services requirements. This individual will be the primary point of contact for state educational agencies (SEAs), local educational agencies (LEAs), and private school officials on addressing questions and concerns regarding the provision of equitable services under Titles I and VIII.

#### ROLES AND RESPONSIBILITES (NOT ALL INCLUSIVE)

#### Serve as a general resource regarding equitable services requirements for both LEAs and private school officials, which may include conducting initial outreach to define the contours of the ombudsman’s responsibilities.

#### Develop, in partnership with other relevant SEA staff, monitoring protocols applicable to provision of equitable services and participate in a sample of any monitoring activity.

#### Provide technical assistance regarding equitable services requirements for SEA staff administering applicable programs, LEA staff, and private school officials.

#### Establish a process for receiving documentation of agreement from LEAs consistent with the consultation requirement that results of such agreement shall be transmitted to the ombudsman. (ESEA section 1117(b)(1)).

#### Participate in the State’s Title I Committee of Practitioners (ESEA section 1603(b)) and, as applicable, nonpublic schools working group.

#### Participate in all consultations with nonpublic schools officials and LEAs.

#### KNOWLEDGE, SKILLS AND ABILITIES

* Knowledge and understanding regarding equitable services provisions, including the stature, regulations, and guidance, necessary to implement, monitor, and enforce the equitable services requirements under both Titles I and VIII;
* Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records;
* Ability to communicate effectively with individuals at all levels of the organization;
* Ability to organize and communicate information to a variety of groups of people;
* Ability to gather and analyze information;
* Ability to facilitate resolution of conflict between parties;
* Ability to network and collaborate with others;
* Ability to deal with individuals from a wide variety of backgrounds and cultures.

#### SUPERVISORY CONTROLS

Work is assigned to the employee from the immediate supervisor. Assignments are received from the Director of Federal Grants.

#### GUIDELINES

Guidelines include, federal and local laws, rules and regulations, OMB circulars, memos from regulatory departments, including the Office of Management and Budget, Department of Finance and Property and Procurement.

#### COMPLEXITY

This position entails the financial oversight and review of federal programs/projects within the department/agency. It involves reporting and responding to audits.

#### PERSONAL CONTACTS

Contacts are made with federal programs managers, commissioners, directors, other employees and financial officers.

#### PURPOSE OF CONTACTS

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 Bachelors Degree in Education, or Business, or any other related field; plus one (1) year experience in public service.

**Interested persons should apply by visiting our website at** [**www.vide.vi**](http://www.vide.vi) **and select the appropriate application for submission procedures.**

**Send your complete application package to** [**careers@doe.vi**](mailto:careers@doe.vi) **(**[**mailto:careers@doe.vi**](mailto:careers@doe.vi)**) for consideration.**

**Application documents required: (1) Complete Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendations, (8) Police Background Check and (9) Doctor’s Statement of Good Health.**

***Travel, transportation and relocation expenses are not authorized by 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.***

**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.”**