

**Opening Date:** 5 September 2019  
**Closing Date:** 19 September 2019  
**Location:** Tortola  
**Vacancy Notice No.** 42 of 2019  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Social Development Department (Autism Center)  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range \$38,269 – \$60,803 per annum.

# JOB VACANCY NOTICE

## Special Education Teacher

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will work with individuals who need extra support, or require an advanced programme of education, in order to complete their learning successfully.

### MAIN RESPONSIBILITIES

1. Coordinates services to students for the purpose of ensuring efficient instructions and an effective cohesive programme. Students may include those who are physically disabled, sensory impaired (eg. deaf/blind), have speech and language difficulties (eg. dyslexia, autism), are emotionally vulnerable, have behavioural difficulties or have a combination of these disabilities, and may also include gifted and talented individuals.
2. Teaches/instructs students individually or in groups for the purpose of ensuring successful progress towards student's goals and objectives, including personal development skills.
3. Develops and adapts conventional teaching methods to meet the individual needs of pupils, modifying curriculum and implementing appropriate teaching strategies. Researches and recommends appropriate texts, learning aids, materials, and supplies.
4. Consults/collaborates with staff, parents, and professionals in other agencies in order to ensure appropriate delivery of services and develop Individualised Education Plans (IEPs) for students.
5. Assists relevant professional staff in diagnosis of learning disorders, development of planned intervention and evaluation of student progress.
6. Utilises special equipment and facilities, such as audiovisual materials and computers to stimulating interest in learning.
7. Participates in the development of policies for this area.
8. Maintains records relevant to the unit, keeping them up to date so that complete records are available for reference.
9. Prepares relevant reports on the activities of the assigned area.
10. Attends meetings, workshops, and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
11. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Clinical environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Special Education
- Five (5) years teaching experience with at least three years in the area of special education
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of Individualised Education Plans (IEPs) development and implementation
- Knowledge of the needs of persons with disabilities and that of their families
- Sound ability to manage challenging behaviours
- Excellent knowledge of curriculum, instructional strategies, and research based methods and strategies related to various disabilities
- Excellent oral and written communication skills
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure
- Sound supervisory and leadership skills

### HOW TO APPLY

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
Or by email: [hldbvi@gov.vg](mailto:hldbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*