



GOVERNMENT OF THE US VIRGIN ISLANDS
CAREER AND TECHNICAL EDUCATION
ADMINISTRATOR APPLICANT REVIEW FORM

General Information

Name _____ Position Requested: _____

Current CTE Teacher in Public School _____ yes _____ no

If Yes, Name of School _____

Current CTE Teacher Certification Status _____ Certified _____ Not Certified

Certification Expiration Date _____ Certification Discipline _____

Has the Applicant Completed all Teaching Requirements _____ yes _____ no

Is the applicant currently an Administrator _____ yes _____ no

If yes, position held _____ School Name _____

Number of years at current position _____

Based on General Information is the applicant eligible for the position requested

_____ Yes (complete specific requirements form) No _____ Comments noted below

Comments: _____

I hereby certify that the information about the applicant placed on this form is on file with the Department of Education. File Reviewed by: Teacher Certification Committee

_____ Chairperson CTE Board Date: _____

_____ Other Board Member or Executive Director Date: _____



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All applicants must have successfully completed the requirements of the Administrator Review Form

Applicant Name: _____

Current Position: _____

Number of Years of CTE Teaching Experience in Public School System _____

Name of School: _____ School Location: _____

Administrator position the candidate is seeking

Assistant Coordinator

Coordinator

Assistant Director

Director

Assistant Principal – Primary School

Principal – Primary School

Assistant Principal – Secondary School

Principal – Secondary School

Does the candidate you have a Master's Degree Yes No

If yes, what is the discipline _____

Does the candidate have an undergraduate degree in a CTE discipline?

Yes No

Has the candidate taken any graduate courses in supervision or administration?

Yes No

If Yes, number of credits _____



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Based on the information obtained from the Administrator Review and Application forms the candidate meets the qualification guidelines for the following position(s)

- Assistant Coordinator
- Coordinator
- Assistant Director
- Director
- Assistant Principal – Primary School
- Principal – Primary School
- Assistant Principal – Secondary School
- Principal – Secondary School

Based on the information obtained from the Administrator Review and Application forms the candidate does not meet administrator qualifications.

Comments and Recommendations:
