

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Speech Language Pathologist (Amendment III)

EXAMINATION ANNOUNCEMENT NO: **PSS-2015-294**

OPENING DATE: June 28, 2019

CLOSING DATE: Until Filled

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$32,133.16 - \$76,529.74** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

FUNDING SOURCE: Federal

LOCATION: **Special Education Program**

GENERAL OVERVIEW OF RESPONSIBILITIES:

Highly professional work in the study and/or treatment of human communications disorders. A person in this class is responsible for providing direct clinical services in the evaluation and resolution of communication disorders; providing gradual level training in communications disorders; planning and administering a comprehensive program for evaluating and treating of clients, and planning, administering, and performing laboratory and clinical research in communication disorders. Minimum administrative supervision for this employee is provided by the Director or Head of the Special Education Section of the Department of Education.

ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plans and administers CNMI wide comprehensive programs for evaluation and treatment of communications disorders.
- Plans, administers, and performs laboratory and clinical research in communications disorders.
- Provides direct clinical services in the evaluation, resolutions, and treatment of communications disorders.
- Provides gradual level training in communications disorders.
- Serves as special consultant to doctors, educators and parents in determining the type of disorders and recommending to same necessary, appropriate treatments.

- Maintains and calibrates audiometric test instruments. Develops and implements public awareness programs on communication disorders.
- Interprets diagnostic tests to assess the degree and nature of the disorder present.
- Prepares and submit to supervisor a weekly diagnostic reports on any client being tested, treated or evaluated.
- Performs other related duties as assigned.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime forty (40) hours.

The Public School System (PSS) operates on a 40 hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

EDUCATION:

- Graduation from a U.S. accredited college or university with a MA/MS degree in Communicative Disorder, Speech Language Pathology or related field.

OTHER REQUIREMENTS:

- ASHA Certification Required.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Knowledge of theories and principals of speech pathology or audiology.
- Knowledge of evaluation techniques and application of appropriate treatment to communications disorders.
- Knowledge of supervisory management skills.
- Ability to provide supervision to lower classes of audiologist/speech pathologist, technicians and aides.
- Ability to maintain and calibrate audiometric test instrument.
- Ability to effectively work in different settings, including hospitals, clinics, rehabilitation centers and educational institutions.
- Ability to provide direct services, training, research in communications disorders. Ability to develop and administer programs of communications disorders.
- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.

- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT).*

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA BORJA AT LUCRETIA.BORJA@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3052, 3064, or 3079.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan