

# 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: English Language Learner (ELL) Teacher (Re-announcement I)**

EXAMINATION ANNOUNCEMENT NO: **PSS-2023-095**

OPENING DATE: **March 15, 2024**

CLOSING DATE: **March 29, 2024**

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).

LOCATION: **Hopwood Middle School**

### JOB DESCRIPTION:

- ELL teachers provide support for students who are identified as English Language Learners in a variety of settings including co-teaching, small group instruction, and consultation with classroom teachers.
- ELL teachers are the language experts in the buildings where he/she serves.
- Teachers are expected to evaluate, instruct, and improve English Level Proficiency (ELP) as well as serve as a resource to the school for English Language (EL) concerns.
- Teachers report to the building principal but coordinate with: The District ELL Program Manager, Assessment Coordinator, classroom teachers, SPED teachers, counselors, support staff, and building administration.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

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.

- Identify English language learner (ELL) students using district criteria.
- Serve as a resource to classroom teachers to help ELL students support student academic growth in the classroom.
- Use language teaching strategies to increase English proficiency for students who speak a language other than English at home.
- Advocate for the needs of the ELL students.
- Lead the support for ELLs in your building.
- Evaluate the language needs of students whose families speak a language other than

- English at home and recommend appropriate language support.
- Administer the WIDA language screener to students for whom a language barrier is impeding their academic success and are new to the district.
- Administer the WIDA ACCESS assessment for ELL students.
- Maintain accurate ELL student information as part of programming and communicate changes when necessary.
- Communicate language needs and progress of ELLs with classroom teachers, administrators, and families.
- Participate in ongoing professional development including ELL and staff meetings.
- Participate in collaborative team meetings to analyze and report student data.
- Familiarize yourself with the current EL Program Guide and required documentation.
- Create a schedule that best meets the needs of the ELL students with your school principal.
- Create an Individual Language Plan (ILP) for students based on how they will benefit from support and provide modifications.
- Develop, implement, monitor, and evaluate instructional programming to meet the needs of ELL students.
- Connect ELL families with school events.
- Comply with district, federal, local laws and policies including procedures.
- Maintain appropriate certifications and training hours as required.
- All other 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.

#### MINIMUM QUALIFICATION REQUIREMENTS:

##### EDUCATION:

- Graduation from U.S. accredited college or university with a Bachelor's Degree or higher.

##### CERTIFICATION:

- Working towards or have a valid CNMI PSS Basic I Certificate.

##### OTHER REQUIREMENTS:

- Have or working on the additional Educators Certification in English as a Second Language.  
Plus take the Praxis for English to Speaker of Other Languages
  - Test Code 0360 – Passing Score: 510; OR
  - Test Code 5361/0361 – Passing Score: 140

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Record Keeping Skills | Filing & Document Management
- Participate actively in Leadership Team meetings and shared decision-making process.
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to perform multi-tasks and meet deadlines in a timely manner.
- Ability to adapt to changing situations.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System’s Rules and Regulations.

**CONDITIONAL REQUIREMENTS:**

This position is considered “EXEMPT STATUS”: Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Certified Personnel and Fair Labor Standards Act.

**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. TRAFFIC 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: THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

*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			
Application Type: Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan