

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: Related Service Specialist (RSS) – Sign Language (1 Position) (Amendment IV) (Reannouncement)

EXAMINATION ANNOUNCEMENT NO: **PSS-2016-003**

OPENING DATE: **September 9, 2021**

CLOSING DATE: **Until Filled**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$18,588.82 - \$46,766.59** 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**

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.

- Evaluate and identify students with fine motor, visual perception, and sensory integrative delays or impairments;
- Provide written evaluation, reassessment, progress and exit reports within the required timeline;
- Write, implement and monitor IEP goals and objectives;
- Provide Sign Language Interpreting services as identified on the IEP plan and document the service accordingly;
- Work, consult, and practice with other professionals, paraprofessionals and family members which may include teachers, educational psychologists, occupational therapists, speech language pathologists, audiologists, teacher aides and related service assistants involved in the student's individual program;
- Recommend and assists in procuring assistive devices and specialized equipment to meet students' program needs;
- Recommend further specialist evaluation when necessary;
- Train other staff members in assistive techniques to meet student's needs as appropriate;
- Participate in parent conferences, IEP meetings, eligibility meetings, and child study teams;

- Provide in-service training and/or professional development to school staff as requested/needed;
- Attend related service staff meetings, professional development workshops;
- Perform 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.

EDUCATION:

- Related Service Specialist I: Graduation from a U.S. accredited college or university with an Associate's degree in American Sign Language or Education. Must possess a valid Specialized Sign Language Interpreter Certification
- Related Service Specialist II: Graduation from a U.S. accredited college or university with a Bachelor's degree in American Sign Language or Education
- Related Service Specialist III: Graduation from a U.S. accredited college or university with a Bachelor's degree in American Sign Language or Education. Must possess a valid Specialized Sign Language Interpreter Certification. OR, Graduation from a U.S. accredited college or university with a Master's degree in American Sign Language or Education.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;
- 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 DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG, THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, 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		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan