

# 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 Human Resources System 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 a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

### **POSITION/TITLE: School Monitoring and Outreach Specialist**

#### **(Amendment) (Re-announcement)**

- **(3 Saipan)**
- **(1 Tinian)**
- **(1 Rota)**

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-008**

OPENING DATE: **September 22, 2021**

CLOSING DATE: **Until Filled**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$23,660.00 Per Annum**

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

LOCATION: **Office of Student Support Services**

#### ESSENTIAL TASKS:

To provide expertise in communicable disease mitigation, preparedness and response to student health needs and pandemic preparedness. Monitoring & Outreach Specialists will act as liaisons between healthcare provider organizations, schools and families as well as staff and teachers.

- Ensure the health and safety of students, faculty and visitors in school buildings and participate in planning for health and welfare of individuals on campus.
- Determine safe screening procedures as recommended by the local healthcare organizations and the Centers for Disease Control.
  - Screening and triage of students, staff and visitors
  - Create screening procedure guidance for ill and well students/staff.
- Monitor attendance to promote safe and timely post-COVID19 return to school/work.
- Manage aerosolized procedures to help decrease the risk of COVID-19 spread, including the use of nebulizer treatments.
- Plan for management and care of suspected COVID-19 cases while protecting the population from exposure.
- Plan for the Provision of care to students requiring daily nursing intervention to manage chronic disease states while preventing exposure to possible COVID-19 cases.
- Planning and implementing physical distancing, hand & respiratory hygiene, use of masks and minimizing student contact.

- Planning resource allocation for personal protective equipment, no touch thermometers, increased first aid supplies and dissemination to classroom staff.
- Planning to address the safety and health of vulnerable populations and those with underlying health conditions.
- Engaging in planning with school leaders for the safety and health of faculty, students and visitors.
- Communicating with the Commonwealth Health Care Corporation to refer individuals or provide assistance for COVID-19 related health care issues.
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#### ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

#### 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 AND EXPERIENCE:

- Graduation from High School plus a minimum of 24 college credits with some experience in the related field.

#### ADDITIONAL QUALIFICATIONS:

- Must have a valid CNMI Driver's License
- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

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

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;

- 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

**SPECIAL CONDITIONS:**

Monitoring & Outreach Specialists will act as liaisons between healthcare provider organizations, schools, families as well as staff and teachers. Provide expertise in communicable disease mitigation, preparedness and response to student health needs and pandemic preparedness.

**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](mailto:LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG), 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 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 |                             |  |
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| FLSA Status: Non-Exempt        | Salary Grade/Step: Ungraded | Duty Station/Location:<br>Saipan, Tinian, Rota |