

**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 CMNI 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 for the Public School System.

**POSITION/TITLE: Related Service Specialist – Adapted PE (Re-announcement)**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-031**

OPENING DATE: **April 16, 2021** CLOSING DATE: **April 30, 2021**

SALARY: PAY LEVEL/GRADE: **2/3 STEP(S): 1/12; \$23,724.56 - \$51,787.75** Per Annum

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

LOCATION: **Special Education Program**

DUTIES AND RESPONSIBILITIES:

**RSS I:**

- Provides support and assistance as per a child's IEP;
- Performs motoric/audiology/communication/behavioral exercises and physical activities per an IEP;
- Participates in all school level professional development.

**RSS II:**

- RSS I duties plus:
- Assists with the communication of evaluation and school reports to teacher, therapist and other IEP members;
- Assists with the identification of students referred to sped;

**RSS III:**

- RSS II duties plus:
- Communicates assessment reports including a written description on their evaluation results to IEP members in appropriate, understandable language;
- Works as a team member with family, therapists, teachers and other key members to develop an Individualized Educational Program (IEP) that includes goals and objectives in the areas of motor, communication, social, and self-help skills;
- Works with school staff, therapists and family to design and create adaptive devices for mobility, communication, and self-help skills to allow students with disabilities to participate in regular classrooms with non-disabled community members.

#### FORTY (40) HOUR WORKWEEK:

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

#### ESSENTIAL FUNCTION OF THE JOB:

Works with the Physical Therapist or counterpart to carry out individualized physical therapy programs and/or direct adaptive physical education services for each student, including implementation of proper therapy methods, and appropriate record keeping; travels to Tinian and Rota to provide Related Services to the students in the program as necessary; other related duties.

#### EDUCATION:

- **Related Services Specialist I**- Graduation from High School or GED, plus specialized certification such as but not limited to Related Services Technician, American Sign Language, Autism, Audiology or related to special education services.
- **Related Services Specialist II**- Graduation from an accredited College or University with an AA/AS degree, plus specialized certification such as but not limited to Related Services Technician, American Sign Language, Autism, Audiology, Psychology, Orientation & Mobility, Occupational Therapy, Physical Therapy or field related to special education services OR a BA/BS in the related services field or special education plus Praxis.
- **Related Services Specialist III**- BA/BS degree in a related services field such as but not limited to Speech Language Pathology, Communicative Disorders, Physical Therapy, Occupational Therapy, Audiology, Psychology, Kinesiology, or Special Education- with national or state certification OR a Master's degree in the related services field plus Praxis.

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

- Must be knowledgeable in data collection and reporting requirements for Part B (Special Education) of the Individuals with Disabilities Education Act of 2004.
- Must be knowledgeable in the data collection and reporting requirements for the Special Education State Performance Plan and Annual Performance Reports.
- 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.

#### ADDITIONAL QUALIFICATIONS:

- 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.

**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. 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 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		
FLSA Status: Exempt	Salary Grade/Step: 2/3-1/12	Duty Station/Location: Saipan