

# 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 for the Public School System.

## **POSITION/TITLE: School Vice Principal I-II**

EXAMINATION ANNOUNCEMENT NO.: **PSS 2021-039**

OPENING DATE: **April 30, 2021** CLOSING DATE: **May 14, 2021**

SALARY: Pay Level/Grade: **UNGR**; Step(s): **UNGR**; **\$55,000.00 - \$65,000.00** Per Annum

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

LOCATION: **Saipan Southern High School**

### 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.

- Assists the Principal in the overall operations of the school.
- Assists the Principal in the supervision and evaluation of the classroom teachers and support staff.
- Assists the Principal in the dissemination of pertinent information to staff, students and parents.
- Assists the Principal in the planning and implementation of students' extra-curricular activities.
- Advises the Principal on matters related to budget, supplies, and other program needs.
- Assists the Principal in the implementation of approved curriculum programs.
- Helps implement student orientation and registration programs.
- Assists in the development of goals and objectives for the school.
- Provides direction to staff in establishing instructional goals and objectives.
- Contributes to the planning of the instructional program.
- Provides direction to staff in implementing instructional goals and objectives.
- Interacts with staff members to assist in their development.
- Conducts staff meetings to keep members informed.
- Assists in the evaluation of the instructional program.
- Assists in the evaluation process of staff members.
- Initiates improvements in needed areas.
- Involves the staff in setting priorities concerning expenditures for the needs of the school.
- Upgrades own professional knowledge and skills (through review of articles, workshops, training sessions, conferences, courses, etc.)
- Assists in the preparation and management of school budgets.
- Assists in the development and coordination of the school schedules.

- Assists in the implementation and coordination of the school's curricular programs.
- Defines and disseminates information pertaining to classification, promotion, retention, suspension, and expulsion policies, procedures, and criteria.
- Implements clearly-defined disciplinary procedures that have been communicated to parents, students, staff, and community.
- Communicates and carries out the policies established by the school, Board of Education, Public Law, as well as federal laws as they relate to schools.
- Delegates responsibility as authorized, and accepts the responsibility of the completion of the assigned tasks.
- Communicates the school program, goals and objectives, missions, and policies to the community.
- Assists in supervising and maintaining auxiliary services (i.e., transportation, cafeteria, maintenance, custodial).
- Uses community resources to supplement the school program.
- Promotes and maintains open communications among staff members. Promotes and maintains a positive student attitude.
- Respects the dignity and worth of students, staff, and parents.
- Complies with established lines of authority.
- Assists in completion of records (i.e., reports, inventories, requisitions, projections and forecasts, and other statistical information).
- Assists in the supervision of the requisition, inventory and distribution of supplies, textbooks, equipment, and materials necessary of the operation of the school.
- 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 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:

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.

### MINIMUM QUALIFICATION REQUIREMENTS:

- School Vice Principal I:
  - Bachelor's degree in Education or a related field.
  - At least three (3) years appropriate teaching experience
- School Vice Principal II:
  - Master's degree in Education administration or a related field;
  - At least three (3) years appropriate teaching experience
  - Must possess a valid administrator certification.
- OTHER REQUIREMENTS:
  - School Vice Principal I & II:
    - Must take and pass PRAXIS I & the appropriate PRAXIS II exam starting July 31, 2007.

In Accordance with PSS Personnel Regulations Sub Part A: 60-30.3-702, Sub Part B: 60-30.3-735, Sub Part B: 60-30.3-740

### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- 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.
- 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.
- Demonstrate the ability to lead and facilitate the instructional and academic performance of school assigned.
- Ability to lead effectively within a team environment.
- Ability to make sound decisions and organize and coordinate work efficiently.
- Must have strong interpersonal skills and be an effective communicator and motivator.
- Demonstrate the ability to use technology - computers for work processing, data management, and telecommunications.
- Knowledge of contemporary research and practice in school improvement, standards-based education and professional development.
- Demonstrates skill in delivering effective professional development.
- Demonstrate the ability to communicate effectively in English - written and oral.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills

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 Regulation for PSS Employment of Non-Certified Personnel and Fair Labor Standard 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) 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: UNGR	Duty Station/Location: Saipan