

# **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: Chamorro & Carolinian Language Heritage Studies Curriculum Writer (2 Positions)**

### **1 Chamorro Content**

### **1 Carolinian Content**

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-042**

OPENING DATE: **May 14, 2021** CLOSING DATE: **May 28, 2021**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$45,000.00 - \$55,000.00** 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 Curriculum and Instruction, CCLHS Program**

### **ESSENTIAL TASKS:**

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.

- Develop high quality curriculum and instructional resources to support the standards with physical and digital resources.
- Assist in the design, plans, organizes implements, evaluates, and assess the CCLHS program's direction, policy implementation, progress monitoring, and professional development, standards (curriculum, instruction and assessment) and collaborates with professional learning communities, parents and community within all twenty (20) schools from K-12th grade and Immersion Program.
- Develop digital resources and other instructional materials for teacher/instructors and Immersion teachers.
- Communicate on a regular basis with Director and CCLHS teachers with respect to the implementation of job initiatives

- Coordinate the implementation of the CCLHS program curriculum, instruction, assessment, and Immersion Program throughout the Public School System (PSS) schools.
- Evaluate and select appropriate instructional materials and equipment for teachers.
- Create exemplary Unit Lessons/Lesson Plans to support the teachers.
- Assist in integrating the indigenous languages and cultural heritage with other content areas across multiple grade levels Kinder to 12th grade and Immersion Program implementation.
- Provide constructive feedback to teachers based on individual observation using the ELEOT tool, student performance, and assessment data, on the consistent implementation of the board curriculum with fidelity.
- Review and provide feedback to teachers on their UbD lesson plans, curriculum mapping, and classroom assessments.
- Conduct Instructional Review Process observation in the classroom and provide constructive feedback for teacher improvement.
- Provide research and use of evidence based instructional strategies for teachers.
- Plan, research and select new instructional strategies enabling the PSS to align the program goals consistent with 21<sup>st</sup> Century Learning and the PSS Strategic Priorities Management (SPM).
- Be knowledgeable about recent research concerning learning theory and assessment, intervention, and prevention to resolve learning loss and instructional loss.
- Coordinate and plan meaningful Professional Development/Personalized Learning design and implementation, evaluation & assessment, and sustainability efforts.
- Initiate data dialogue process and planning instructional strategies with teachers.
- Assist to evaluate the program in the Core Curriculum Content Standards that ensure that each student meets and exceeds the standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, and Board policies.
- Assist in formulating, monitoring, and evaluating the overall CCLHS program curriculum and instruction and Immersion Program at all the 20 schools within the CNMI Public School System.
- Train, coach, mentor, and guide novice and veteran teachers of the CCLHS program.
- Use data to inform effective instruction for the program and district performance in meeting externally imposed standards and expectations.
- Technology used to support teacher effectiveness and student learning
- Stay informed of trends in instructional methods and educational technology to support teachers.
- Provide equitable instructional and technical support for teachers in the program on (Rota, Tinian, and Saipan).
- Lead and direct teachers towards integration of technology services into their daily instruction.
- Parent, families & community engagement
- Make regular and frequent contacts with different organizational levels within and outside the CCLHS program to inform and explain the implementation of the program and policies.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Coordination of services with appropriate community partners and agencies and resources (DCCA, OIA, Humanities Council, Language Commission, Business Partners) to support student learning and teacher effectiveness.
- **Continuous improvement process**

- Assist in the recruitment, screening, hiring, training, and assigning of Bilingual/ESL instructional/Immersion personnel.
- Develop, prepare, and submit an approval Five Year CCLHS Strategic Work Plan for the program and share it out to the affected individuals.
- Prepare and submit a budget to support the CCLHS Program to meet the needs of all 20 schools.
- Conduct progress monitoring to scale up best teaching strategies and practices in the CCLHS program.
- Pursue current information related to the concepts, principles, and methodologies of the CCLHS program education.
- Assess, plan, coordinate, implement, and evaluate professional development for CCLHS program.
- Write grant proposals related to the preservation and perpetuation of the Chamorro and Carolinian indigenous languages and cultural heritage, development of digital/paper based resources, professional development, teacher certification, and integrated cultural arts training for CCLHS teachers/instructors and Immersion Teachers.
- Provide orientation and assistance and monitor the performance of the novice and seasoned teachers.
- Serve as a source of information regarding educational resources for teachers and students.
- Attend webinars that are focused on Indigenous languages and culture, SEL, Mental Health, technology, online platform, learning loss, and other trends in education.
- Make regular and frequent contacts with different organizational levels within and outside the CCLHS program division to explain and implement programs and policies
- Plan and coordinate initiatives with other program specialists, principals, vice principals, program managers in the school district.
- Evaluate the CCLHS program goals and objectives to meet and align with the PSS vision and strategic priorities management.
- Coordinate and collaborate on the continuous improvement process of the CCLHS program goals and objectives.
- Prepare annual reports and other CCLHS program reports required for program, inventory, and accountability.
- Plan and develop a Comprehensive Student Accountability Plan that will assess student knowledge and skills in CCLHS program.
- Perform 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 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 an accredited college or university with a Bachelor's degree or Higher degree.

- Must pass appropriate PRAXIS II Content Knowledge Test OR Professional Portfolio or Certification Endorsement.

#### OTHER REQUIREMENTS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- The ability to speak, read, and write Chamorro or Carolinian language
- 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 or OCI

#### 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.

#### CONDITIONAL REQUIREMENTS:

This position is considered “EXEMPT STATUS”: Employee is paid on a salary basis and is not eligible for overtime pay or compensatory time pursuant to the Regulations for PSS of Non-Certified Personnel and the 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: Ungraded	Duty Station/Location: Saipan