

# 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: Teacher Aide - 2 Positions (1 Tinian, 1 Rota)**

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

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-099**

OPENING DATE: **September 28, 2021** CLOSING DATE: **October 12, 2021**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$16,588.00 - \$27,754.88** 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 Instructional Technology & Distance Education - Tinian and Rota**

### DUTIES & RESPONSIBILITIES:

- Aides with the overall operations of the Office of Instructional Technology and Distance Education.
- Aides in the instructional support of students at the assigned designated Instructional Technology Center.
- Aides in technology technical support and troubleshooting for program participants.
- Aides the procurement and maintenance of technology inventory of each satellite.
- Aides in the promotion and outreach activities of the Office of Instructional Technology and Distance Education.
- Assists in the coordination and facilitation of related extracurricular activities and afterschool programs.
- Aides in interventions support to promote student success.
- Aides in related assessment activities.
- Support at the school level as designated by the Director of Instructional Technology and Distance Education.
- Support students with assistive devices and supportive technology.
- Performs other related assistive duties aligned with the mission and vision of the Office of Instructional Technology and Distance Education.
- Assists in communications with stakeholders.
- Commutes to assist with program implementation and related activities.
- Assists in the coordination and facilitation of program events and activities.
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- Performs other related duties as assigned by the Instructional Technology and Distance Education Director.

- Must be stationed on the assigned island, Saipan, Tinian and Rota respectively.

ESSENTIAL FUNCTIONA OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to 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 are listed in this document are 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 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.

QUALIFICATION REQUIREMENTS: EDUCATION AND EXPERIENCE

- Teacher Aide II – Graduation from High School plus minimum of 24 college Credits.
- Teacher Aide III: Graduation from a US Accredited University with an Associate’s Degree or minimum of 60 college credits.

PREFERRED EXPERIENCE:

One (1) year preferred related work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Proficient technology software and hardware knowledge and skills.
- Understanding of Educational technology tools and trends.
- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of 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](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		
FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Tinian, Rota