

# 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 Resource Office shall be applied and administered according to the principles of equal employment opportunity as defined by the Northern Marianas Commonwealth Public Law 6 - 10, regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of 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: JROTC Senior Army Instructor**

**EXAMINATION ANNOUNCEMENT NO: PSS-2021-123**

**OPENING DATE: December 20, 2021**

**CLOSING DATE: January 3, 2022**

**SALARY: Pay Level/Grade: Per MIP (Minimum Instructor Pay); Step(s): Per MIP**

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

**LOCATION: JROTC Program, Dr. Rita Hocog Inos Jr. Sr. High School**

## NATURE AND SCOPE OF WORK:

Officer in Charge (OIC)/Chief Administrator of the JROTC Program at the assigned school. Manage the program according to school rules, regulations and laws and in accordance with all Army Regulations and policies applicable to the administration of the Program. Reports to the Program Manager on all JROTC related matters.

## DUTIES & RESPONSIBILITIES:

- Reports to the Program Manager and the School Principal for the administration of the program, ensuring that school standards and Army requirements according to applicable regulations and policies.
- Achieves the desired learning goals by teaching prescribed JROTC subjects listed in the Program of Instruction.
- Maintains proficiency in military subjects taught.
- Modifies and improves given instruction by remaining continuously updated of state-of-art or alternative instructional methods and motivational techniques.
- Maintains good relations with the school authorities, faculty and student body.
- Represents the U.S. Army in the best interest, on and off duty.
- Conducts a public affairs program promoting the program and maintaining the required Cadet enrollment.
- Develops Standing Operating Procedures (SOPs) in all areas relating to the administration, control and training of Cadets.
- As a minimum, these SOPs should cover the appointment, promotion and demotion, equipment accountability and security, and safety of Cadets following the approval of the Program Manager and the Commissioner of Education.
- Promotes the professionalism, dedication, efficiency, effectiveness, and performance of members of the active duty in an equivalent grade.
- Abides by and enforces the military Standard of Conduct on subordinate Instructors.

- Enforces the height and weight standards and maintain a high state of military appearance at all times.
- Exercises positive mentorship for both Cadets and subordinates alike, ensuring the utilization of the established Cadet and Cadre Chain of Command at all times.
- Possesses the knowledge about all applicable regulations and policies affecting the administration of the program.
- May perform other related duties and responsibilities as assigned by the Program Manager or Commissioner of Education.

#### JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

#### FORTY (40) HOUR WORKWEEK:

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.

#### QUALIFICATION REQUIREMENTS:

- Commissioned Officer retired from the U.S. Army, with a Bachelors Degree or higher from a U.S. accredited college or university OR AA degree for Warrant Officer provided employee completes BA degree requirements no later than four (4) years after date of employment.
- Must be certified to Instruct by Cadet Command and have no record of civil conviction.
- Must meet all Instructor accession prerequisites IAW AR 145-2.

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

- Be of good moral character and have the mentality, positive personality, physical appearance and condition, bearing, and neatness required for favorable representation of the program and the Army in daily contact with the civilian community.
- Have a thorough knowledge of course subject matter and demonstrate the instructional ability required to be a successful instructor.
- Demonstrate the professional ability to challenge, motivate, and influence young women and young men to learn and develop leadership, self-reliance, responsiveness to constituted authority, moral attributes, and attributes of good citizenship and patriotism.
- 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) 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.*

<b>Human Resource Office Use ONLY</b>		
FLSA Status: Non-Exempt	Salary Grade/Step: Per Minimum Instructor Pay (MIP)	Duty Station/Location: Rota