

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: Instructional Technology Coach

EXAMINATION ANNOUNCEMENT NO.: **PSS-2022-002**

OPENING DATE: **January 14, 2022**

CLOSING DATE: **January 28, 2022**

SALARY: Pay Level/Grade: **Ungraded; Step(s): Ungraded; \$32,133.16 - \$76,529.74 Per Annum and \$150 per day for 25 extra days worked as needed.**

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

LOCATION: **Office of Instructional Technology & Distance Education**

JOB DESCRIPTION:

The Instructional Coach

- Demonstrates professional knowledge, skills, and dispositions in instructional technology and distance learning pedagogy and andragogy.
- Participates in the development and implementation of a shared vision of educational technology integration to promote excellence and support transformational change throughout the instructional modalities.
- Assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.
- Create and support effective digital-age learning environments to maximize the learning of all students.
- Conduct needs assessments, develop technology-related professional learning programs, and analyze the impact on instructional practice and student learning.
- Models and promotes digital citizenship in various online modalities.
- Create instructional design online frameworks that effectively support improved teaching and learning.
- Review online courses for all branches of ITDE and provide instructional design feedback to improve the quality of the user experience driven by data and evidence-based practices.
- Works under the supervision of the Director of Instructional Technology & Distance Education and contributes to the implementation of educational technology goals and initiatives.
- Contribute to the development of a shared vision for the comprehensive use of technology to support a digital-age education.
- Supports technology-infused strategic plans at the district and school levels.
- Advises and assists the Director of Instructional Technology on policies, procedures and programs to support implementation of the shared vision represented in the school and district technology plans.

- Promotes strategies for initiating and sustaining technology innovations and managing the change process in schools and classrooms.
- Coach teachers in and model design and implementation of technology-enhanced learning experiences across learning modalities and for a diverse student population.
- Assist the Director of Instructional Technology & Distance Education in the vetting of digital tools and resources to ensure compliance with FERPA and COPPA.
- Coach teachers in and model use of online and blended learning, digital content, and collaborative learning networks to support and extend student learning as well as expand opportunities and choices for online professional development for teachers and administrators.
- Use digital communication and collaboration tools to communicate locally and globally with students, parents, peers, and the larger community
- Conduct needs assessments to inform the content and delivery of technology-related professional learning programs that result in a positive impact on student learning.
- Design, develop, and implement technology-rich professional learning programs that model principles of adult learning and promote digital-age best practices in teaching, learning, and assessment.
- Model and promote diversity, cultural understanding, and global awareness by using digital-age communication and collaboration tools to interact locally and globally with students, peers, parents, and the larger community.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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 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:

EDUCATION:

- Graduation from U.S. accredited college or university with a Bachelors or Higher, with preferred related expertise in the areas of Instructional/Educational Technology.

CERTIFICATION:

- Must have a valid CNMI PSS Board of Education Teaching Certificate.

EXPERIENCE:

- Must have a minimum of three years of teaching experience.

CONDITIONAL REQUIREMENTS:

- Instructional Technology Coach 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

This section further describes the position by listing key skills and experience. The proficiency levels range from lowest to highest: Basic, Intermediate, Advanced, and Expert.

- Office Automation Skills - Microsoft Word- Expert
- Office Automation Skills - Microsoft Excel - Expert
- Oral & Written Skills Grammar/Style - Advanced
- Research and Data interpretation - Intermediate
- Advanced Computer Applications - Advanced
- Classroom Instruction that Works with Technology - Advanced
- Student Technology Products - Advanced
- Digital Citizenship - Advanced
- Knowledge of Federal Regulation (FERPA/COPPA) - Advanced
- Designing Professional Learning - Advanced
- Instructional Design - Expert
- Andragogy - Advanced
- Ed Technology Pedagogy - Expert

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 or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/52.

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