

# 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 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: Research & Evaluation Program Manager**

EXAMINATION ANNOUNCEMENT NO: **PSS-2022-016**

OPENING DATE: **March 14, 2022**

CLOSING DATE: **March 28, 2022**

SALARY: PAY LEVEL: **Ungraded; Step(s) Ungraded; \$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: **Office of Accountability, Research and Evaluation**

### DUTIES AND RESPONSIBILITIES:

- Interprets specific program (specialist's assigned program) requirements for parents, students, legislators, educators and other interested individuals;
- Conducts in-service training programs for school administrators and educators;
- Compiles statistical data and writes reports and recommendations;
- Prepares and updates forms, brochures, publication and other informational materials used by students, parents, educators and other interested individuals related to the program;
- Collects, verifies and prepares data used in research studies, projects and the formulation of proposed legislation, policies and procedures;
- Provides assistance in developing departmental policies and procedures;
- Maintains records and prepares reports and correspondence related to the program; and
- Performs related work as assigned.

### 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.

- Collaborates with personnel and PSS partners in conducting research with the PSS and disseminating results;
- Prepares and submits IRB applications for the CNMI PSS;
- Contributes to research and evaluation designs;
- Analyzes primary and secondary qualitative and quantitative data;
- Contributes to proposals to secure external funding for the CNMI PSS;

- Plans, conducts and prepares evaluation reports of individual schools, individual programs, and the school district;
- Monitors program evaluations of federally-and locally-funded initiatives to ensure compliance;
- Conducts evaluations of educational programs, projects, and materials; ensures that all evaluations meet the standards established by local, state, and national boards;
- Designs and conducts quantitative and qualitative analysis of complex education and education-related information using advanced statistical and analytic methods;
- Designs and conducts evaluations of education-related programs for the purpose of measuring and reporting on program effectiveness and organizational decision-making;
- Designs and implements a variety of survey and related data collection (sampling) methodologies;
- Designs, constructs, maintains and utilizes electronic databases for the purpose of accessing, manipulating and analyzing information in support of research activities;
- Formulates and advances original research activities meant to inform on key organizational activities and outcomes;
- Constructs and utilizes a wide variety of student assessment data and information for the purpose of analyzing and evaluating student progress and/or program effectiveness;
- Designs analytic processes and activities related to national, state and local accountability and reporting systems, teacher/school effectiveness, organizational key performance indicators, predictive analytics, and related data reporting activities;
- Ensures the accuracy, validity and reliability of information used by the organization for policy and instructional planning;
- Writes reports summarizing technical research findings for use in policy making, planning and organizational decision making;
- Presents technical information to a variety of organizational stakeholders for purpose of professional development, capacity building, policy analysis and decision-making;
- Maintains highest level of ethical behavior and confidentiality;
- Establishes and maintains good rapport with all stakeholders including students, employees, community members and vendors;
- Performs other duties as assigned for the purpose of meeting department objectives;
- Develops comprehensive, continuing programs for research and development planning, evaluation, and management reporting in support of the school system's strategic plan and supporting activities;
- Coordinate's research, planning and evaluation projects with other departments, schools, and external agencies;
- Assists with preparing needs assessment analysis and designing the evaluation components for school division grants and projects;
- Assists with developing and distributing client specific surveys,
- Collects, compiles, and analyzes data to evaluate programs and prepare evaluation reports;
- Develop conclusions to provide accurate support for both formal and ad hoc presentation, papers and discussions;
- Constructs the analysis component for database development; serves as a member of a database development team; and programs and designs customized reports and databases;
- Provide staff development workshops on research processes, evaluation, or other related areas as requested;

- Analyzes, approves, and makes recommendations regarding proposed research to be conducted in the school system; and
- Provide support and guidance for multiple research and evaluation projects in support of educational programs.

**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 plus four (4) years related work experience; OR
- Graduation from an accredited college or university with a Master's degree plus two (2) years related work experience.

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

- Excellent oral and written communication skills; including giving and receiving feedback.
- 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 and filing skills
- Participate actively in meetings and shared decision-making process.
- 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 PSS.
- Thorough knowledge of the principles, practices, and procedures of school accountability, educational research and program evaluation
- Comprehensive knowledge of research methodology
- Ability to establish and maintain effective working relationships with school administrators, the Key Management and the Board of Education.
- Display the highest ethical and professional behavior and ethical standards when working with students, parents, school personnel and agencies associate with the CNMI Public School System.
- Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility and pride in the education profession.
- Demonstrate enthusiasm for improving educational outcomes for PSS students
- Demonstrate the ability to use and evaluate electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
- Desire to grow professionally through collaboration with colleagues and professional growth experiences.

**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) 237-3037/52

*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			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan