

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 (PSS), 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: Mentor Teacher (Highly Qualified)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2023-022**

OPENING DATE: **April 24, 2023**

CLOSING DATE: **May 8, 2023**

SALARY: Pay level/Grade: Ungraded; \$32,133.16 - \$76,529.74 per annum and \$100 per day for 20 extra days worked.

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

FUNDING SOURCE: Federal

LOCATION: Head Start/Early Head Start Program

NATURE OF WORK:

The incumbent will coordinate education services to include program planning, personnel supervision, mentor coaching, training, overall support and follow-up with classroom staff to successfully teach and implement the assigned curriculum and practices, which promote high quality learning and school readiness, and other directly related activities including teaching on an emergency basis. This position reports to the Education & Disabilities Manager.

DUTIES & RESPONSIBILITIES:

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.

- Plans and administers the required program services for children and families in accordance with the Early Head Start/Head Start performance standards and regulations.
- Assist in planning and participates in program activities on an on-going basis such as recruitment, program events, parent/teacher conferences, and community partner event activities.
- Supervise and support assigned caseload of classroom staff to ensure compliance with program regulations and policies, implementation of curriculum, high quality teaching practices to include healthy and safe environments that are well organized, implementation of Individualized Education Plan/Individualized Family Service Plan (IEP/IFSP)
- Conduct observations and provide regular on site consultation and feedback to teaching staff regarding developmentally appropriate practices in areas of literacy, language, math, science, creative arts, fine and gross motor skills, social emotional, health, and nutrition services.

- Under the guidance of the Practice Based Coach Coordinator, ensure coaching plans, with specific goals and areas of growth identified are met.
- Mentor, train, and provide guidance to teaching staff on assigned caseload/ sites.
- Reviews documentation (observation, assessment, individual learning plans) to ensure lesson plans reflect children's needs.
- Monitors and assists in screenings and ensures the 45-day timeline is met in the beginning of the school year.
- Plan and present to large and small group workshops on relevant child development topics based on program monitoring outcomes
- Communicates and collaborates across service areas to support safe, healthy environments and high quality services to all children and families.
- Conducts on-going monitoring.
- Must fulfill program planning requirement of an additional 20 paid work days.

STANDARDS OF CONDUCT:

- All Head Start/Early Head Start staff must adhere to the following as mandated by the Head Start/Early Head Start Program Performance Standards and Other Regulations (45 CFR 1302.90 (c)):
- All Early Head Start/Head Start staff must respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- All Head Start/Early Head Start staff will follow program confidentiality policies concerning information about children, families, and other staff members;
- No child will be left alone or unsupervised while under the care of a Head Start/Early Head Start employee, volunteer, staff, or consultants;
- All Head Start/Early Head Start staff will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods or discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs.
- All Head Start/Early Head Start staff must be responsive to parents' inquiries and provide an opportunity to explore and to model alternative approaches and positive techniques in order to promote a safe, comfortable, interactive environment increasing the child's sense of competence and control.
- All Head Start/Early Head Start staff must reassure parents that disclosing health or safety needs of the child is voluntary and that parents only need to share sufficient information to accommodate the child. Staff must adhere to the Head Start/Early Head Start programs confidentiality policy.
- Federal, State, and Tribal laws require educators and caretakers to report all alleged cases of abuse and neglect as soon as they are suspected. All Head Start/Early Head Start staff are required to report any suspected cases of child abuse and neglect to their immediate supervisor and follow specific reporting procedures. The staff member reporting the suspected abuse will be kept confidential.
- All Head Start/Early Head Start staff must establish and maintain effective record keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.
- All Head Start/Early Head Start staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.
- All Head Start/Early Head Start staff must be responsive to each child's social and emotional development needs by building trust, fostering independence, encouraging self-control by setting clear, consistent limits, and having realistic expectations;

encouraging respect for the feelings and rights of others; and supporting and respecting the home language, culture, and family composition of each child in ways that support the child's health and well-being; and planning for routines and transitions so that they occur in a timely, predictable and unrushed manner according to each child's needs.

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 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:

- Bachelor's degree in Early Childhood Education;
OR
Bachelor's degree and equivalent coursework in early childhood education with one-year early education teaching experience.
- Pass appropriate PRAXIS II Content Knowledge Test.
- Must have a valid CNMI Basic I certificate or higher.

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
- Good Interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.

- Preferred knowledge of ChildPlus and TSG programs
- Ability to adapt to changing situations.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at PSS.
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System’s Rules and Regulations.

CONDITIONAL REQUIREMENTS:

Mentor Teacher 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.

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. TRAFFIC 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: THE HUMAN RESOURCES OFFICE AT PSSHRO@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3052, 3064, or 3079.

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: Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan