

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: Instructional Technology Director

EXAMINATION ANNOUNCEMENT NO: **PSS-2023-030**

OPENING DATE: **April 27, 2023**

CLOSING DATE: **May 11, 2023**

SALARY: PL: **Ungraded; Step(s): Ungraded; \$65,000.00-\$75,000.00** Per Annum

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

LOCATION: **Office of the Commissioner of Education**

DUTIES AND RESPONSIBILITIES:

- Implement a strategic plan for instructional technology and distance education initiatives in alignment with the overall goals and vision of the CNMI Public School System.
- Provide leadership and supervision to instructional technology and distance education staff, including hiring, training, mentoring, and evaluating personnel.
- Collaborate with teachers, administrators, and other stakeholders to integrate instructional technology effectively into the curriculum and instructional practices.
- Oversee the development, implementation, and management of distance education programs, including online and blended learning initiatives.
- Develop and implement policies, procedures, and guidelines related to instructional technology and distance education, including acceptable use policies, data privacy and security, copyright and intellectual property, accessibility, and other relevant areas.
- Manage the budget and resources allocated to instructional technology and distance education initiatives, including procurement of instructional technology digital resources, hardware, and software, and ensuring efficient and effective use of resources to support instructional goals and initiatives.
- Identify and provide ongoing professional development opportunities for educators, administrators, and other stakeholders to enhance their knowledge and skills related to instructional technology and distance education.
- Implement processes and strategies to evaluate the effectiveness of instructional technology and distance education initiatives, including collecting and analyzing data, conducting needs assessments, and using evidence-based practices to inform decision-making and continuous improvement efforts.
- Collaborate and communicate effectively with stakeholders, including teachers, administrators, students, parents, and community members, to foster a culture of collaboration and support for instructional technology and distance education initiatives.

- Investigate and disseminate information on emerging trends and best practices for instructional technology and distance education, including advancements in educational technology, online learning, digital resources, and pedagogical approaches.
- Serves as a liaison between the district and local, state and federal agencies on instructional technology and distance education programs.
- Follows ethical guidelines applicable to the position as outlined by professional organizations and or federal, state and local laws, rules and regulations.

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.

- Serves as the primary administrator of the Office of Instructional Technology & Distance Education.
- Responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that students are supervised in a safe online learning environment that meets and exceeds CNMI Public School System Content and Performance Standards and Benchmarks achieving academic excellence requires that the director work collaboratively to lead and nurture all members of the online eTeachers and appropriate staff and to communicate effectively with parents, members of the community, and colleagues.
- Inherent in the position are the responsibilities for strategic planning, program evaluation, personnel leadership and performance assessment, instructional leadership and management, and financial and resource management.

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 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.

QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with a Bachelor’s degree, plus six (6) years OR Master’s degree, plus three (3) years administrative experience.
- Must possess a valid administrator certificate

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the 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.

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 PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

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