

# 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: Early Head Start Instructor**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2023-037**

OPENING DATE: **May 11, 2023**

CLOSING DATE: **May 25, 2023**

SALARY: Pay Level/Grade: **Ungraded; Step(s): Ungraded; \$26,449.29 - \$30,288.71 Per Annum**

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

LOCATION: **Head Start/Early Head Start Program**

## NATURE OF WORK:

The Early Head Start Instructor is responsible for the general and day to day operations of the Early Head Start classroom. This includes assuring regulatory and compliance with federal and state regulations, communicating with parents and the community and supervision and monitoring of teacher aides. The Early Head Start Instructor is responsible for overseeing and providing education, relational and social experiences for infants and toddlers to foster growth and development in all developmental domains.

## 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.

- Plans and implements classroom activities based on the individual needs of the children.
- Plans daily activities jointly with other Instructors and Teacher Aides to reflect curriculum areas, individualized instruction, and component integration.
- Conducts classroom activities according to the appropriate level of the child and in accordance with the daily schedule.
- Provides constant/active supervision of all children during all activities indoors and outdoors; provides a safe environment by setting up a protective classroom and outdoor play area.
- Participates in an individualized continuing education plan including CPR and First Aid.
- Ensures that the child development, disabilities, curriculum requirements, the Performance Standards and other regulations are strictly adhered to in all programs.

- Implements the Creative Curriculum, Montessori Curriculum, and the Second Step Curriculum.
- Participates in Individualized Education Plan meetings and implements the plan to attain goals.
- Prepares learning materials and instructional activities on a weekly basis including the posting of weekly lesson plans, as well as tracking results from child assessments which include recorded observations.
- Develop, prepare and record all individual child portfolios that are reviewed and reported with parents.
- Family Activities
  - Conducts and documents home visit, parent conferences and family activities as per Early Head Start calendar.
- Performs other related duties within the scope of the employment as assigned by the immediate supervisor.
- Ensures that reports are completed and are accurate and submitted in a timely manner.
- Conducts regular review of family files/child records to periodically communicate with each family the child's overall development (learning, behavior, nutrition, dental, mental and physical health, etc.).
- Ensures that equipment, materials, and supplies are inventoried at the beginning and at the end of each school year (inventories are submitted to Early Head Start/Head Start Program Site Coordinator to be forwarded to the Early Head Start/Heart Start main office).
- Maintains complete and updated evidence binders for the purpose of ongoing monitoring and review (local and federal review).

**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:**

- Graduation from High School with progressive college credits (minimum of 24 academic credits).
- Minimum of 1 year work related experience.

- Must possess valid CNMI Early Childhood Instructor I Certificate.

### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Understands the principles of child development and developmental disabilities, as well as basic child hygiene practices.
- Awareness of external community agencies, resources and early intervention programs for infants/toddlers.
- Maintain an open, friendly, and cooperative relationship with each child's family, encourage their involvement in the program, and promote parent-child bonding and nurturing parent-child relationships.
- Promote feelings of security and trust in infants and toddlers by being warm, supportive, and comforting, and by establishing strong and caring relationships with them.
- Provide toddlers with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Conduct developmental screenings of infants' and toddlers' motor, language, social, cognitive, perceptual, and emotional skills.
- Aware of standard types of filing systems; proper telephone techniques; standard technology applications.
- Ability to work as a TEAM and with strong collaborative skills.
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- 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
- Excellent Record Keeping Skills

### 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: THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@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.*

<b>Human Resource Office Use ONLY</b>			
Application Type: Certified	FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan