

**PROMOTIONAL/TRANSFER OPPORTUNITY**  
**(PSS EMPLOYEES ONLY)**  
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: Educational Technology (Ed Tech) Instructor (4 Positions)**  
**(Amendment II)**

EXAMINATION ANNOUNCEMENT NO: **PSS-2023-110**

OPENING DATE: September 5, 2023

CLOSING DATE: September 19, 2023

PAY DIFFERENTIAL: \$112.50 Per Pupil

LOCATION: **Instructional Technology & Distance Education**

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.

- Provide Part-time online asynchronous and face-to-face course facilitation to adult learners via CNMI PSS.
- Online Learning Management System (Blackboard Learn) and face-to-face support as needed.
- Reports directly to the Director of Instructional Technology, adhering to the guidelines set forth in the Instructional Technology and Distance Education Program.
- Develop and organize course content in alignment with the CNMI PSS Instructional.
- Technology Instructional Framework and produce a syllabus, which must be approved by the Instructional Technology Program prior to course facilitation.
- Communicate through the PSS Blackboard Learn Management System & PSS email to student, staff, and stakeholders in a time-sensitive manner and respond to emails no later than 24-hours.
- Access the PSS Blackboard Learn Management System at least 5 days of the week to monitor and support student progress and communicate with stakeholders to ensure student success.
- Offer at least 6 hours of Office Hours scheduled at reasonable times weekly, where student can arrange for a face-to-face or virtual meeting with their teachers for instructional support.

- Produce mid-term progress reports and final grade reports following the grade reporting protocols outlined by the Instructional Technology Program.
- Ensure that all assignments, assessments, and performance tasks are graded weekly on alignment to course rubrics and include substantive feedback that support student growth toward the learning outcome of the lesson or unit.
- Utilize various technology tools and strategies to support student engagement and establish consistent online presence.
- Attend the annual Instructional Technology Continuous Improvement Planning Work Session and respond to course evaluation data and program initiatives by refining courses accordingly after each cycle. Adhere to the Instructional Technology and Distance Education Program Goals and Initiatives.

### WORKWEEK:

The normal work period shall be a seven (7) days' work period with a maximum non-overtime forty (40) hours. For this program's purpose and requirements, the eCourse must be explicitly articulated after regular hours (Saturdays & Sundays). All other program goal requirements and Memorandum of Agreement must be met and complied with.

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.

For this program's purpose and requirements, course facilitation and activities must be completed after regular hours of work.

### MINIMUM QUALIFICATION REQUIREMENTS:

- Must possess a current, valid CNMI State Board of Education Certification
- Must have completed the CNMI PSS Distance Education e-Teacher Training Course
- Must currently hold a full-time contract with the CNMI Public School System
- Must have successfully completed the Educational Technology Training Program with CNMI Public School System.

### GENERAL KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of the practices, methods and techniques used in the online administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;
- Excellent oral and written communication skills;
- 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, Google Drive)
- Excellent Record Keeping Skills Filing & Document Management.
- 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. 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) 237-3037/3052

*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 Type: Certified	FLSA Status: Exempt	Grade/Step: Pay Differential	Duty Station/Location: Saipan, Tinian, Rota