

**CNMI STATE BOARD OF EDUCATION
PROMOTIONAL & OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE**

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Personnel System shall be applied and administered according to the principles of equal employment opportunity as defined by the Northern Marianas Commonwealth Public Law 6 – 10, regardless of age, race, sex, religion, political affiliation or belief, marital status, disabilities or place of 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.

POSITION/TITLE: COMMISSIONER OF EDUCATION

EXAMINATION ANNOUNCEMENT NO.: PSS-2023-117

OPENING DATE: September 7, 2023 **CLOSING DATE:** October 6, 2023

SALARY: Pay Level/Grade: **Ungraded** Step(s): **Ungraded - \$100,000 - \$120,000 Per Annum**

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

LOCATION: PSS, State Board of Education

The CNMI State Board of Education (Board) for the Public School System (PSS) is seeking a student-centered and exemplary educational leader to serve as the Commissioner of Education (Commissioner).

The Commissioner of Education must be a dynamic, motivated educational leader with a collaborative management style and excellent communication skills and has demonstrated a commitment to educational excellence. Additionally, the successful candidate will demonstrate knowledge and experience in applying and implementing current education research and practices and has a clear record of improving student achievement. The successful candidate must also demonstrate organizational knowledge and skills.

DUTIES AND RESPONSIBILITIES:

- The Commissioner is the Chief Executive Officer of the PSS and is responsible for all of its operations, programs, and activities.
- The Commissioner is appointed by the Board for a term of four (4) years and serves at the pleasure of the Board.
- This position shall serve as the primary Administrator and Chief Executive Officer of the PSS. Duties include:
 1. Compliance with all applicable provisions of the CNMI Constitution, CNMI laws, Board Policies, and PSS rules and regulations and implementation of Board policies;
 2. Make recommendations to the Board objectives, program plans, functional and personnel organizations, policies, budgets, and capital improvement plans;

- Develops and recommends for approval of the Board, a comprehensive accountability program for all aspects of PSS within ninety (90) days of employment as Commissioner.
- Submits to the Board, the Governor, and the Commonwealth Legislature a detailed Annual PSS Education Report which discusses issues, challenges, instructional and academic progress and other subjects the Commissioner may deem necessary within thirty (30) days of the close of each school year.
- Develops and presents to the Board an annual School Performance Report Card for each school. This report will be presented concurrently with the Annual Report.
- Attends and participates in all Board and Standing Committee meetings when requested to do so by the Chairperson of that respective committee;
- Works with the Chairperson of the Board in formulating the agenda for Board meetings;
- Plans and develops short and long-range programs within the budgetary requirements, facility needs, and transportation requirements within ninety (90) days of initial employment and within thirty (30) days of the beginning of each subsequent school year.
- Plans and develops administrative and instructional programs based on empirical data.
- Provides leadership in the development of positive and creative personnel relationships; Provides leadership in the development of a healthy system-wide work climate through effective and efficient communication, empowerment, trust, and supportive personnel relationships.
- Develops and maintains positive communication among employees and Board members.
- Reports to the Board, personnel plans and policies, including classification on recruitment, appointments, promotions, salary raises, and discipline.
 1. Notifies the Board when there is a need for reduction in force;
 2. Listens and responds expeditiously to employee's appeals;
- Provides for the equitable distribution of resources throughout PSS
 1. Has discretion to issue exemptions for students to attend classes in another attendance district;
 2. Reviews and approves all field trips;
 3. Grants exceptions to entrance age requirements;
 4. Exhausts all measure before granting expulsion of students or appeals of suspensions;
 5. Establishes policies to ensure school personnel's participation and involvement in parent-school organizations;
 6. Develops a fee schedule for the use of PSS facilities, buses, equipment or property;
 7. Reviews and approves all travel authorizations and vouchers;
 8. Reviews and approves all obligation documents;
 9. Reviews and approves all personnel service contracts;
- Presents an annual plan of staff organization and the assignment of personnel to the Board;
- Prepares and submits to the Board Standard Operating Administrative Procedures;
- Serves as a liaison on behalf of the PSS with the Commonwealth Legislature, the Governor, various Commonwealth departments, agencies, and the community;
- Communicates and informs the Board of all significant developments;
- The Commissioner shall perform these duties as well as all other duties as may be assigned by the Board consistent with Board policies.
- Shall promote clear communications and parental involvement including school communities.

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 forty (40) hour workweek. 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:

The applicant for the Commissioner of Education must have the following minimum qualifications:

1. Masters Degree in some field of education from a U.S. accredited college or university
2. At least five (5) years experience as a classroom teacher OR at least five (5) years experience as a school administrator. Successful candidate will likely have five (5) years experience in teaching and administration.
3. Demonstrated knowledge of state and local education systems
4. Demonstrates comprehensive knowledge of multi-diverse school systems
5. Excellent written and oral communication skills in English

6. Eligible to work in the U.S. including the Commonwealth of the Northern Mariana Islands

7. Excellent moral character and has never been convicted of a felony or any crime involving moral turpitude

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.
- Ability to perform multiple tasks.
- Demonstrate integrity and impartiality.
- Professional, 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.
- 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:

This position is considered "EXEMPT STATUS": It is NOT eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

APPLICATION PROCESS:

All applicants must complete and submit a Board of Education/Public School System Non-Certified Employment Application Form. Interested applicants may obtain the application form at the Human Resources Office located on Capitol Hill, Building 1202. Interested individuals may also call the Human Resources Office for an electronic copy of the form.

All inquiries related to this vacancy should be forwarded to: Mrs. Lucretia B. Deleon Guerrero, Director of the Human Resources Office, CNMI Public School System, P.O. Box 501370, Saipan, MP 96950. Phone numbers 670-237-3037/3052; Email address: lucretia.deleonguerrero@cnmipss.org.

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