

# 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 eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: JROTC Army Instructor**

EXAMINATION ANNOUNCEMENT NO: **PSS-2023-131**

OPENING DATE: **November 6, 2023** CLOSING DATE: **November 20, 2023**

SALARY: Pay Level/Grade: **Per MIP (Minimum Instructor Pay)**; Step(s): **Per MIP**

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

LOCATION: **Saipan Southern High School, JROTC Program**

### 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.

- Responsible to the Senior Army Instructor in administering and managing the JROTC program effectively according to law, regulations, policies and principles.
- Actively recruit students to join JROTC.
- Maintain enrollment at or above 100 cadets or a minimum of 10% of school enrollment.
- Achieve desired learning goals by teaching prescribed JROTC subjects listed in the Program in Instruction.
- Maintain proficiency in military subjects taught.
- Modify and improve given instruction by remaining continuously alert to new and alternative instructional methods and motivational techniques.
- Maintain arms and supply facilities in strict compliance with Army security regulations.
- Comply to the letter with Army and school district safety guidelines in all instances when instructing, supervising, monitoring, accompanying or escorting cadets.
- Prepare unit for formal inspections.
- Conduct encampment activities throughout the school year.
- Maintain student records as prescribed in the Department of the Army regulations and local policies.
- Set the appropriate example in decorum and cooperativeness, positive attitude and consistency for cadets and colleagues, physical fitness, and meet the Army weight standards and appearance.
- Performs the duties of a classroom teacher (JROTC curriculum).
- Reflect the professionalism, dedication, efficiency, effectiveness, and performance of members of the active Army in an equivalent grade.
- Comply with the COE Chain of Command policy and the Army.

- Performs physical activities such as Drill & Ceremony, physical training, encampment, orienteering, and other competitions, etc.
- Performs other related duties as assigned.

#### 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.

#### MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from High School
- Must be a retired non-commissioned officer under pay grade E-6 to E-9.
- Certified as an Army Instructor by U.S. Army Cadet Command.
- Must have favorable result of current background check.
- Have no personal habits or character traits that are questionable from a security or social standpoint (financial irresponsibility, violation of standard of conduct in accordance with AR 600-50).

#### CONDITIONAL REQUIREMENTS:

- Classroom 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 Non-Certified Personnel and Fair Labor Standards Act.

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

- Be of good moral character and have the mentality, positive personality, physical appearance and condition, bearing, and neatness required for favorable representation of the program and the Army in daily contact with the civilian community.
- Have a thorough knowledge of course subject matter and demonstrate the instructional ability required to be a successful instructor.
- Demonstrate the professional ability to challenge, motivate, and influence young women and young men to learn and develop leadership, self-reliance, responsiveness to constituted authority, moral attributes, and attributes of good citizenship and patriotism.
- 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)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management

**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: LUCRETIA DELEON GUERRERO AT [LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG](mailto:LUCRETIA.DELEONGUERRERO@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.*

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

Per Minimum Instructor Pay (MIP)