

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: Private Non-Public (PNP) Administrative Specialist II

EXAMINATION ANNOUNCEMENT NO: **PSS-2024-036**

OPENING DATE: **July 12, 2024**

CLOSING DATE: **July 26, 2024**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$17,750.25 - \$30,358.95** Per Annum

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

LOCATION: **Federal Programs Office**

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.

- Support the ongoing work with the Private Non-Public Schools;
- Compile data and other evidence for reports and grant requirements;
- Assist with in-service training programs for school administrators and educators and monthly meetings;
- Prepares and updated forms, brochures, publication and other informational materials used within the program;
- Provides assistance in developing departmental policies and procedures;
- Maintains records and prepares reports and correspondence related to the program;
- Copying and filing documents, sending and receiving emails, answering the telephone, ordering supplies as assigned by the supervisor;
- Receive and process purchase requisitions for supplies and services, travel authorizations, proposal requests for After School Program/Saturday Program/events, and timesheets;
- Review submissions for required documentation;
- Maintains and recommends updates of all information resources, including inventory, purchase orders and purchase requests, and database management of materials;
- Review timesheets and create summary of timesheets for approval and certification;
- Route approved submissions to their respective departments (procurement, finance, travel, etc.);
- Deliver approved Purchase Orders/Purchase Requisitions to local vendors (email for off-island shore vendors);

- Assists with the day-to-day operations of the program;
- Assists with collection of all required documentation on a timely basis, including attendance, educational data, permission forms, federal data, timesheets, invoices, and surveys for reporting;
- Assists in planning, implementing and evaluating office procedures to ensure effectiveness of the program;
- Working knowledge of computer hardware and software, scanner and other office equipment;
- Ability to use technology to keep records accurately;
- Maintains program accounts and expenditures;
- Assists with staff time-keeping and travel;
- Coordinates all programmatic, procurement documentation to maintain flow of information to respective areas;
- Coordinates and completes assigned projects;
- Assists with monitoring of ongoing trainings, Afterschool, and Saturday Programs;
- Assists in the preparation and coordination of meetings and events, records minutes and sign in for documentation;
- Assists Director with monitoring assets and placement at schools;
- Coordinates and monitors office supplies and ensures required supplies are procured and available;
- Maintains files and documentation; and
- Performs other related duties as assigned.

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.

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.

EDUCATION AND EXPERIENCE:

- Graduation from a U.S. Accredited college or university with an Associate's Degree plus one (1) year of related work experience OR High School Diploma plus three (3) years of work related experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of the practices, methods and techniques used in the 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)
- Excellent Oral & Written Skills | Grammar/Style
- 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.

CONDITIONAL REQUIREMENTS:

This position is considered "NON-EXEMPT STATUS": Is 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 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 RESOURCS 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: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan