

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: Personal Responsibility Education Program Data Specialist

EXAMINATION ANNOUNCEMENT NO.: **PSS-2024-060**

OPENING DATE: **September 30, 2024**

CLOSING DATE: **October 14, 2024**

SALARY: Pay Level/Grade: **Ungraded**; Step(s): **Ungraded**; **\$27,536.47-\$47,096.70 Per Annum**

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

LOCATION: **Personal Responsibility Education Program - Office of Student & Support Services**

DUTIES & RESPONSIBILITIES:

- Responsible for Personal Responsibility Education Program Services and other program data
- Tracks data pertinent to the daily functions and activities of related services provided, including but not limited to employee and student information.
- Responsible for developing, inputting, analyzing, interpreting, and providing reports on data collection.
- Prepare statistical reports, including tables, charts, graphs, narratives, PowerPoint presentations, and other visual aids upon request.
- Develop a new database to collect and analyze data and for reporting purposes.
- Develops, distributes, and collects related service performance data for weekly, monthly, quarterly, biannual, and annual reports.
- Updates and maintains computerized related service forms.
- Edits statistical reports on or before the established deadlines.
- Maintains data collection, entry, and management requirements by following Part B data program techniques and procedures.
- Conducts presentations on data collection as requested.
- Communicate with school personnel on data information requirements.
- Secure information by completing database backups.
- Prepare and sort documents/data sheets for data entry.
- Check document sources against entered data to ensure data integrity at every stage.
- Read, interpret, and follow appropriate protocols for data reporting and develop systems for working with large amounts of data.
- Programming, data preparation, cleanup, and promptly reporting Personal Responsibility Education Program and Annual Performance Report data.
- Collaborate with all CNMI Public Schools data stewards and other staff to ensure data integrity, consistency, security, and privacy in all database and software projects.
- Support faculty and administrative staff in using and understanding the Personal Responsibility Education Program's data requirements and applications.

- Collaborate with other team members to develop and improve standardized data management operations and data quality control methods.
- Meet the PREP data submission deadlines and provide regular progress reports to school administrators, managers, and stakeholders.
- Ensure that standard practices and processes are followed while accomplishing all work activities.
- Utilize statistical techniques to perform analysis on collected data and the ability to conduct research and interpret data.
- In conjunction with technical staff, maintains system configurations and conducts periodic system and feature upgrades.
- Experience working with Microsoft Office and other data management software is required.
- Coordinate, plan, and implement professional development related to PREP's data collection and reporting requirements.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements herein describe the scope of this position's responsibility and essential function but should not be considered the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned, including work in different areas to cover absences or relief to equalize peak work periods or 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 anyone 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 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 an accredited college or university with an Associate's degree plus four (4) years of related work experience.
- Preferred four (4) years of working experience with youth.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Ability to establish a working relationship with school officials, students, parents, teachers, support staff, associates, external organizations/companies, and 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 Record Keeping Skills/Filing & Document Management
- Good Interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to adapt to changing situations.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at PSS.
- 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 polices, 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;
- 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 or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, 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- Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan