

# 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 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.

## **POSITION/TITLE: State Educational Agency Project AWARE Co-Director**

EXAMINATION ANNOUNCEMENT NO: **PSS-2024-065**

OPENING DATE: **September 20, 2024** CLOSING DATE: **October 4, 2024**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$70,000.00 - \$80,000.00** Per Annum

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

LOCATION: **Office of Student & Support Services**

### 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.

Will work with SEA Project Coordinator on the following tasks:

- Management of Project AWARE at the State Level.
- Coordinating efforts with community partners, organizes training and outreach activities, and other daily management duties.
- Will work with mental health partners, youth, counselor, and family leaders to organize collaborative activities.
- Will work with mental health partners on training for staff, families, students, and gatekeepers.
- Performs other duties as assigned.

### FORTY (40) HOUR WORK WEEK:

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.

### 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 functions. 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.

### EDUCATION AND EXPERIENCE:

- Graduation from a U.S. accredited college or university with a Bachelor's Degree or higher in the following fields: health, education, mental health, social work, psychology or other related fields.
- Experience in project management, planning and collaboration evidence by licensure, certification or training documentation.

### OTHER REQUIREMENTS:

- Pass the applicable Praxis II exam in Psychology, Sociology, Counseling, or other related field.
- Must have a valid CNMI Basic I certificate or higher.

### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills; including giving and receiving feedback.
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent record keeping and filing skills
- Participate actively in meetings and shared decision-making process.
- Ability to perform multi-tasks and meet deadlines in a timely manner.
- 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 principles, practices, and procedures of school accountability, educational research and program evaluation.
- Comprehensive knowledge of research methodology.
- Ability to establish and maintain effective working relationships with school administrators, the Key Management and the Board of Education.
- Display the highest ethical and professional behavior and ethical standards when working with students, parents, school personnel and agencies associate with the CNMI Public School System.
- Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility and pride in the education profession.

- Demonstrate enthusiasm for improving educational outcomes for PSS students.
- Demonstrate the ability to use and evaluate electronic equipment for work processing, data management information retrieval, visual and audio presentations, and telecommunications.
- Desire to grow professionally through collaboration with colleagues and professional growth experiences.
- Knowledge of 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": Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulation for PSS Employment of Non-Certified Personnel and Fair Labor Standard 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 RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto: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     |                        |                                |                                  |
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| Application Type:<br>Non-Certified | FLSA Status:<br>Exempt | Salary Grade/Step:<br>Ungraded | Duty Station/Location:<br>Saipan |