

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: School Principal I-III

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-004**

OPENING DATE: **January 16, 2025**

CLOSING DATE: **January 30, 2025**

SALARY: PAY LEVEL/GRADE: **Ungraded; STEP(S): Ungraded; \$65,000.00 - \$90,000.00 Per Annum**

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

LOCATION: **Da'ok Academy**

I. 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.

- The School Principal reports directly to the Commissioner of Education or designee.
- Serves as the educational leader and chief administrator of the School, Responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment that meets and exceeds CNMI Public School System Content and Performance Standards and Benchmarks.
- Achieving academic excellence requires that the School Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues.
- Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel leadership and performance assessment, instructional leadership and management, financial management, emergency procedures, and resource scheduling and facilities operation.
- Administers the school's Instructional Programs and supervises their improvement of their teaching methods, techniques and job performance.
- Promotes and encourage the involvement of faculty, support staff and pupils in school activities.
- Prepares and submits school's annual budget request and other reports to the Commissioner of Education
- Plans for supporting services in reference to health, maintenance and other school safety needs.
- Ensures that adequate program of counseling, career technical education and academic guidance are implemented and carried out.

- Conducts staff development activities necessary to improve performance and skills of teachers and staff.
- Procures instructional materials, equipment's and supplies necessary to implement school- wide programs.
- Develops and implements budget necessary to improve school activities and enhance students learning.
- Serves as a substitute teacher in the absence of the regular classroom teacher.
- Performs other job-related duties as assigned.

II. 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.

III. 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.

IV. EDUCATION AND WORK EXPERIENCE:

- **Principal I**
 - a) Master's degree with a major in educational administration or related field.
 - b) At least six (6) years of experience; three (3) years of full-time appropriate teaching experience and the other three (3) years of experience must be in school administration or a related leadership management field.
- **Principal II**
 - a) Master's degree with a major in educational administration or related field.
 - b) At least seven (7) years of service; three (3) years of full-time appropriate teaching experience and the other four (4) years of experience must be in school administration or a related leadership management field.
- **Principal III**
 - a) Master's degree with a major in educational administration or related field.
 - b) At least nine (9) years of experience; three (3) years of full-time appropriate teaching experience and six (6) years of work experience in school administration or a related leadership field.

V. OTHER REQUIREMENTS:

- Must possess a valid administrator certificate; and
- Must have taken and passed the appropriate Praxis II exam in Educational Leadership: Administration and Supervision

VI. KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- 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.
- 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.
- Demonstrate the ability to lead and facilitate the instructional and academic performance of school assigned.
- Ability to lead effectively within a team environment.
- Ability to make sound decisions and organize and coordinate work efficiently.
- Must have strong interpersonal skills and be an effective communicator and motivator.
- Demonstrate the ability to use technology - computers for work processing, data management, and telecommunications.
- Knowledge of contemporary research and practice in school improvement, standards-based education and professional development.
- Demonstrates skill in delivering effective professional development.
- Demonstrate the ability to communicate effectively in English - written and oral.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- 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": 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. 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