

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: SLDS Project Specialist

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-013**

OPENING DATE: **February 21, 2025**

CLOSING DATE: **March 7, 2025**

SALARY: Pay Level: **Ungraded**; STEPS(S): **Ungraded**; **\$45,000.00 - \$55,000.00 Per Annum**

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

LOCATION: **Office of Accountability, Research, and Evaluation – SLDS 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.

DUTIES AND RESPONSIBILITIES:

Project Organization and Planning

- Organizes, plans, and monitors all aspects of SLDS projects from initiation to completion under the direction of the SLDS Project Director.
- Manages multiple projects simultaneously, ensuring adherence to schedules, budgets, and deliverables.
- Utilizes project management tools (e.g., MS Project, Asana, Jira) to track project timelines, resources, and tasks efficiently.

Stakeholder Coordination

- Coordinates with project managers, contractors, clients, and other stakeholders to ensure seamless project execution and effective communication.
- Develops and manages internal and external communication strategies, including creating and disseminating content across websites, press releases, emails, newsletters, and other channels to engage stakeholders and maintain organizational transparency.
- Prepares and delivers presentations to showcase project details, updates, and outcomes to stakeholders.
- Supports stakeholder engagement through targeted outreach materials and communication efforts related to SLDS projects.

Documentation and Reporting

- Updates, checks, and maintains records, forms, and documents relevant to the SLDS program.
- Prepares progress reports to track project milestones, assess deliverables, and provide recommendations for adjustments as needed.
- Tracks financial expenditures for SLDS projects, ensuring compliance with budgets and grant requirements.
- Prepares and submits financial documentation and reports as needed for program accountability.

Administrative Support

- Provides administrative support for the overall coordination of the SLDS program, including scheduling meetings, preparing agendas, and recording meeting minutes.
- Ensure meeting materials and follow-ups are timely and complete.
- Oversees the onboarding and off-boarding of program staff, ensuring smooth transitions and that all necessary documentation and resources are provided.

Compliance and Best Practices

- Ensures all work activities align with standard practices, processes, and established SLDS protocols.
- Demonstrates the ability to interpret and apply laws, rules, and regulations governing SLDS programs and activities.

Efficiency and Quality Management

- Proactively identifies potential challenges and develops solutions to keep projects on track.
- Maintains a high level of accuracy and attention to detail in all tasks, ensuring program standards are upheld.

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.

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.

QUALIFICATIONS:

- Graduation from a U.S. Accredited college or university with a Bachelor's Degree.
- Must have experience working with data systems, educational programs, or federal funded projects and proven success in managing multiple projects with competing deadlines.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management principles and practices to effectively plan, organize, and monitor projects from initiation to completion, ensuring that timelines, budgets, and deliverables are met.
- Proficiency in using project management tools (e.g., MS Project, Asana, Jira) to track project timelines, allocate resources, and manage project tasks efficiently.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills, including presentation development.
- Proficient in Google and Microsoft Office Suites as well as project management tools.
- Awareness of and sensitivity to cultural issues and local community practices.
- Adaptability and resilience, with the ability to remain calm, focused, and optimistic under high stakes or incomplete information.
- Proven ability to coordinate across teams and motivate others to achieve their fullest potential.
- Skilled in working both independently and collaboratively to produce high-quality results with limited resources.
- Commitment to fostering strong team collaboration, a standard practice at PSS.
- 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.

JOB RELATED SKILLS AND EXPERIENCE:

- 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

CONDITIONAL REQUIREMENTS:

Project Specialist 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. 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) 237-3037/52.

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