

# 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: LEA Community Project Manager**

EXAMINATION ANNOUNCEMENT NO: **PSS-2025-017**

OPENING DATE: **February 21, 2025** CLOSING DATE: **March 7, 2025**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$75,000.00 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 the Student Support Services**

### NATURE OF POSITION:

Under the general supervision of the AWARE Project Director, the LEA Community Project Manager (LEA-CPM) will oversee and implement Project HALIGI AWARE under the Project AWARE Program at the local level.

- Create a comprehensive school program that can implement the Integrated Systems Framework (ISF) to enhance the multi-tiered systems of support proposed through Project AWARE.
- Act as liaison, with the Community Mental Health Center (Community Guidance Center-Systems of Care- [CGC/SOC]) personnel, the Public School System's Project TASA and Project SERV, the LEA-CPM establishes the process with the CGC/SOC, Project TASA, and Project SERV where the school's youth can receive TIER 2 and 3 responsive services and interventions.
- Serves as the point of contact for all school, community events, and trainings with Project AWARE partners.
- Coordinate Foundational and Tier One Support – includes leadership, advocacy and collaboration as implementer of behavioral and mental health awareness with staff and community
- Oversee daily on-time completion of project trainings and mental health service.
- Submit reports as requested for data collection.
- Coordinate and conduct professional training for stakeholders to include schools' staff, families and communities.
- Coordinate with schools to develop a local Project AWARE behavioral and mental health advisory group, Project Haligi.
- Follows the evaluation system to make sure the project meets yearly grant renewal through the life of the project

- Implement and evaluate the project action plans to meet grant goal deliverables in a timely manner.
- Other related duties as assigned

QUALIFICATION REQUIREMENTS:

- Education: Master's Degree or Higher from a recognized college or university in the following fields: education administration, mental health, social work, psychology or related fields.
- Possesses at least five (5) years' experience working in schools.
- Experience working with youth, subpopulations, familiarity with cultures/languages, preferred.
- Experience in crisis management, mental health activities, inter-agency collaboration and safety planning is preferred.

ADDITIONAL QUALIFICATIONS:

- 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills; including giving and receiving feedback.
- 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:

The Mental Health Specialist position is considered "EXEMPT STATUS": It is NOT 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](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			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan