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: Part Time Food Monitor (1 Position)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-022**
OPENING DATE: **April 4, 2025** CLOSING DATE: **April 18, 2025**
SALARY**: $9.87 per hour (25 hrs/week)** LIMITED TERMS
BENEFITS: Salary commensurate with qualifications and experience, benefits include sick/annual leave accrual.
LOCATION**: PSS, Child Nutrition Program - Office of Administrative Services**

NATURE AND SCOPE OF WORK:
This is an entry level professional position involved in monitoring, reviewing, researching, analyzing, and reporting on the compliance status of the Child Nutrition Program at the Public School System. The incumbent in this position will be under close supervision initially by the Child Nutrition Program Administrator but is expected to work independently after acquiring sufficient orientation on the job.

DUTIES & RESPONSIBILITIES:

- Monitors, reviews, and assists in the operation of Child Nutrition Program at the Public Schools, Private schools, Pre-schools and Head Start.
- Prepares reports on the operation of the Child Nutrition Program.
- Uses appropriate records and reports as means of evaluating Food Services to ensure compliance with the program.
- Responsibilities include, but are not limited to accurate meal counting, temperature, and portions measuring, and quality of service monitoring.
- Uses appropriate records and reports as means of evaluating food services to ensure compliance with the program.
- Coordinates with food services administrators and staff and school cafeteria site managers in receiving and transmitting instructions pertinent to food services operations.
- Must obtain a food handler's permit once hired.
- Performs other related duties as assigned.

Position requires possession of a valid CNMI Driver's License; must have own transportation to and from job sites daily. The Child Nutrition Office will reimburse using the federal mileage rate allowance.

PHYSICAL DEMANDS:

- Physical work is light in nature involving exertion of up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, or otherwise move objects.

QUALIFICATION REQUIREMENTS:

- Graduation from High School or GED plus one (1) year work-related experience.

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):

- Must be familiar and have experience in using computer applications such as Microsoft Excel, Microsoft Word, e-mail, and internet.
- 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.

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 ASSSOCIATION 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. 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 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-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan