

# 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 for the Public School System.

### **POSITION/TITLE: Health Specialist**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-032**

OPENING DATE: **June 13, 2025**

CLOSING DATE: **June 27, 2025**

SALARY: Pay Level: **04 Step(s): 01-12; \$18,637.76-\$31,876.90 Per Annum**

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

LOCATION: **Head Start/Early Head Start Program, Saipan**

### NATURE OF WORK

- Consult regularly with and report directly to the Health Services Manager.
- Provide technical support and guidance to Head Start and Early Head Start staff to promote the health, safety, and nutritional well-being of enrolled children and their families.
- Ensure full compliance with the Head Start Program Performance Standards, as well as federal, state, and local regulations, including applicable State Board of Education rules and organizational policies.
- Apply professional judgment in interpreting health-related guidelines and adapting procedures to individual situations in coordination with the Health Services Manager.

### DUTIES AND RESPONSIBILITIES:

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.

#### Health Data Management

- Enter and maintain child health information in the ChildPlus database with a focus on accuracy and timeliness.  
Ensure all incoming health documents (e.g., physicals, immunizations, dental records, medical insurance, etc.) are logged and filed appropriately.
- Generate regular reports on health services, screenings, and compliance metrics from ChildPlus for internal and external review.

- Maintain confidential and organized health records in compliance with HIPAA and Head Start data security requirements.

#### Health Screenings and Follow-up

- Coordinate and monitor health screenings such as vision, hearing, height/weight, hemoglobin, and lead testing.
- Assist in administering screenings for children who did not receive them during physical exams.
- Review physical and dental examination records for completeness; identify and follow up on any missing or unclear information. Document all follow ups conducted.
- Assist with scheduling appointments and making referrals to health care providers to ensure follow-up and treatments are met.
- Track and follow up on referrals for services such as immunizations, treatment for chronic conditions, and dental care.

#### Health Compliance and Support

- Assist in developing and maintaining Child Health Plans for children with chronic or specialized medical needs.
- Notify families of upcoming or overdue health requirements, such as physical, dental, immunizations, and medical insurance renewals.
- Support classroom staff and Family Services staff in addressing child and family health concerns.
- Distribute health-related forms, documents, and supplies to staff, families, and partners as needed.
- Participate in interdisciplinary team meetings and serve as a liaison between families, staff, and healthcare providers.

#### Health and Safety Oversight

- Assist the Health and Safety Manager in monitoring health and safety practices across classrooms and centers.
- Assist the Health & Safety Manager to conduct site inspections follow ups to help ensure compliance with sanitation, health, and safety standards.
- Support inventory management of health, nutrition, and mental health supplies, ensuring adequate stock and timely distribution.
- Assist with procuring health supplies for classrooms.

#### Training and Outreach

- Assist in organizing and facilitating health-related training for staff and families.
- Coordinate logistics and materials for health education events, workshops, or emergency preparedness activities.
- Support outreach efforts by maintaining records of family communications and flagging potential areas of non-compliance.

## Reporting and Program Support

- Prepare and submit accurate health services monthly reports to the Health & Safety Manager.
- Provide support to the Mental Health and Disabilities Coordinator to ensure integration of health and wellness services.
- Participate in agency initiatives to continuously improve the quality of comprehensive health services.
- Assist with scheduling, coordinating, and tracking/ monitoring facilities maintenance and repairs.
- Perform other duties as assigned to support the effective operation of the health services component of the Head Start/Early Head Start Program.

## STANDARDS OF CONDUCT:

All Head Start staff must adhere to the following as mandated by the Head Start Program Performance Standards and Other Regulations (45 CFR 1304.52 (h) (1)-(3)):

1. All Head Start staff must respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
2. All Head Start staff will follow program confidentiality policies concerning information about children, families, and other staff members;
3. No child will be left alone or unsupervised while under the care of a Head Start employee, volunteer, staff, or consultants;
4. All Head Start staff will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods or discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
5. All Head Start staff must be responsive to parents' inquiries and provide an opportunity to explore and to model alternative approaches and positive techniques in order to promote a safe, comfortable, interactive environment increasing the child's sense of competence and control.
6. All Head Start staff must reassure parents that disclosing the health or safety needs of the child is voluntary and that parents only need to share sufficient information to accommodate the child. Staff must adhere to the Head Start programs confidentiality policy.
7. Federal, State, and Tribal laws require educators and caretakers to report all alleged cases of abuse and neglect as soon as they are suspected. All Head Start staff are required to report any suspected cases of child abuse and neglect to their immediate supervisor and follow specific reporting procedures. The staff member reporting the suspected abuse will be kept confidential.
8. All Head Start staff must establish and maintain effective record keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.
9. All Head Start staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.
10. All Head Start staff must be responsive to each child's social and emotional development needs by building trust, fostering independence, encouraging self-control by setting clear, consistent limits, and having realistic expectations; encouraging respect for the feelings and

rights of others; and supporting and respecting the home language, culture, and family composition of each child in ways that support the child's health and well-being; and planning for routines and transitions so that they occur in a timely, predictable and unrushed manner according to each child's needs.

#### WORKING CONDITIONS:

The Public School System (PSS)/Head Start Program operates on a 40 hour work week. Actual working hours will be determined on the basis of operational efficiency. The Head Start Director will establish working schedules subject to the approval of the Commissioner of Education and Head Start Policy Council.

#### 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.

#### QUALIFICATION REQUIREMENTS:

##### EDUCATION AND WORK EXPERIENCE:

- Graduation from a U.S. accredited college or university with an AA degree, or equivalent, in Child Development, Social Science, Psychology, Human Development, Liberal Studies, OR related field plus one (1) year related work experience or Graduation from High School, plus three (3) years related work experience.

##### OTHER QUALIFICATION REQUIREMENTS:

- A valid CNMI driver's license.

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

- Some experience in a human services setting, including working with low-income children and families.
- Good interpersonal and communication skills. Communicate well both orally and in writing, including giving and receiving feedback. Bi-lingual skills are a plus.
- Ability to work as part of a team. Strong staff collaboration is a standard at the Head Start Program.
- Must meet all health and safety clearance and requirements
- No conviction of child abuse and neglect
- 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 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: 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) 237-3037/3031

*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: 04 / 07-12	Duty Station/Location: Saipan