

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the 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: Site Supervisor (Coordinator) (2 Positions)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-042**

OPENING DATE: **July 11, 2025** CLOSING DATE: **Until Filled**

SALARY: Pay Level/Grade: **Ungraded; Step(s): Ungraded; \$45,000.00-\$55,000.00 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:

The Site Supervisor is responsible for providing direct supervision to classroom teaching staff assigned to both Head Start and Early Head Start classrooms. The supervisor ensures that classrooms comply with the Head Start Program Performance Standards (HSPPS), implements high-quality instruction, supports continuous program improvement, and works collaboratively across all service areas. This role includes oversight of instructional practices, health & safety standards, and team accountability. The Site Supervisor is under the direct supervision of the Education Services Manager.

DUTIES & RESPONSIBILITIES:

Program Planning & Compliance

- Plans and administers services for children and families aligned with Head Start regulations and policies.
- Participates in recruitment, outreach, and engagement events such as parent/teacher conferences, parent meetings and community collaborations.
- Ensures timely completion of child screenings, assessments, and documentation, including adherence to the 45-day timeline.

Staff Supervision & Performance Monitoring

- Supervises assigned classroom teaching staff to support curriculum fidelity, classroom organization, and implementation of IEP/IFSP accommodations.
- Conducts classroom walkthroughs and routine performance observations to ensure alignment with instructional goals and compliance standards.
- Assists in conducting formal assessments and observations of teaching staff such as the Classroom Assessment Scoring System (CLASS), Teaching Pyramid Observation Tool

(TPOT), Teaching Pyramid Infant-Toddler Observation Scale (TPITOS), and curriculum fidelity checklist observation tool.

- Reviews lesson plans and child outcomes data to ensure individualized instruction that meets the needs of all children.

Professional Development & Training

- Plans and facilitates targeted professional development training based on program assessment and staff needs.
- Provides individualized performance support and collaborates with the program leadership team on professional growth planning.
- Promotes a positive, collaborative, and goal-oriented workplace culture that reflects the program's values and commitment to children's success.

JOB RELATED DUTIES, RESPONSIBILITIES, & ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

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.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION AND WORK EXPERIENCE:

- Graduated from an accredited college or university with a Bachelor's Degree in Early Childhood Education or related field.
- Minimum of two (2) years of experience in an Early Childhood Education setting.
- Minimum of two (2) years in supervisory position.
- Valid CNMI Board of Education Teaching Certificate in Early Childhood Education.

OTHER QUALIFICATION REQUIREMENTS:

- Valid CNMI Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of Head Start Program Performance Standards and Early Learning Outcomes Framework
- Knowledge of Early Childhood Education principles, curriculum planning and implementation, and child development.
- Ability to supervise, mentor, and evaluate staff effectively and professionally.
- Strong interpersonal and team leadership skills, with the ability to build trust and encourage collaboration.
- Ability to review, analyze, and use data to inform instructional and staffing decisions.
- Effective communication skills in oral and written formats.
- Organizational skills to manage multiple priorities, meet deadlines, and maintain accurate documentation.
- Proficiency in using educational software, technology platforms, Microsoft Office Suite, and Google applications.
- 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": Employee is paid on a salary basis and is not eligible for overtime pay or compensatory time pursuant to the Regulations for PSS of Non-Certified Personnel and the 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
5. NATIONAL BACKGROUND CHECKS
6. National Federal Bureau of Investigation criminal history checks with fingerprints
7. National Sex Offender Registry (SORNA) Check.
8. In-state (CNMI) Background Checks
9. In-state Criminal History Check with fingerprint.
10. In-state Sex Offender Registry Check
11. In-state Child Abuse and Neglect Registry Check.
12. Inter-state (out of the CNMI) Background Check
13. Inter-state Criminal History Check.
14. Inter-state Sex Offender Registry Check.
15. Inter-state Child Abuse and Neglect Registry Check.

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: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan