

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 as defined by the Northern Marianas Commonwealth Public Law 6 – 10, regardless of age, race, sex, religion, political affiliation or belief, marital status, disabilities or place of 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: Director of Army Instruction (Re-Announcement II)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2019-079**

OPENING DATE: March 11, 2020 CLOSING DATE: Until Filled

SALARY: Pay Level/Grade: **Per MIP (Minimum Instructor Pay)**; Step(s): **Per MIP**

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

LOCATION: **Junior Reserve Officer's Training Corps (JROTC) Program**

DUTIES AND RESPONSIBILITIES:

- The Director of Army Instruction (DAI) is the chief administrator of the Commonwealth of the Northern Mariana Islands Multiple School Unit (CNMI MSU) JROTC.
- All JROTC instructors and personnel employed by the school system to support the JROTC program will be directly under his or her supervision in all matters pertaining to program administrative duties and responsibilities.
- His or her primary responsibility is to ensure, on behalf of the CNMI Public School System and the Army, through proper instruction and supervision, that the JROTC program is administered according to law, regulation, policy, and principles.
- Responsible to ensure Senior Army Instructors (SAIs) receive CNMI Public School System training in the administration of the curriculum.
- Recruit and recommend instructors required to administer and teach the JROTC program.
- Maintain instructor status used for the Department of the Army salary reimbursement and employment status.
- Monitor the performance of JROTC instructors to include evaluating classroom instruction at least quarterly using the Evaluation rubric in Appendix F of Cadet Command Regulation 145-2.
- Ensure the USACC is apprised of their performance.
- Interpret and implement new regulations received from government agencies.
- Organize, coordinate, and direct JROTC activities in the CNMI Public School System (drill, rifle, and academic competitions, service learning projects, awards ceremonies, balls, camps, and other activities).
- Confer with principals on the effectiveness of the program.
- Set up and maintain a central supply system for Army JROTC units in the CNMI Public School System accounting for all government property issued to the units.

- Ensure contractual agreement of the CNMI Public School System and Department of the Army.
- Observe both the military and school chain of command.
- Abide by U.S. Army rules and regulations specifically Chapter 4, Military Discipline and Conduct, AR 600-20, Army Command Policy.

QUALIFICATION REQUIREMENTS:

- Be a retired field grade commissioned officer (Lieutenant Colonel or Colonel) with a minimum of a baccalaureate degree.
- As a matter of policy, personnel retired under Title 10, USC, CHAPTER 1223 (Reserve Service), are not eligible for employment in JROTC Program.
- Be of good moral character and have the mental ability, positive attitude, physical appearance and condition, and neatness required for favorable representation of the program and the Army in the school and civilian community.
- Demonstrate the professional ability to lead, motivate, and influence young men and women to learn and develop leadership, self-reliance and discipline, responsiveness to constituted authority, and attributes of good citizenship and patriotism.
- Have no record of conviction by court martial, no record of time lost-to-be-made-good under Title 10 USC, Section 972 and no record of civil convictions except for minor traffic offenses.
- Exceptions may be granted by the CG, USACC, using AR 601-210 as a guide.
- Have general knowledge of course subject matter and demonstrated instructional ability.
- Meet retention medical fitness standards of AR 40-501 and the initial Army procurement table of weight standards of AR 40-501.
- Possess sufficient medical, physical, and mental fitness, and be willing to perform, participate in, and supervise activities consistent with the conduct of the JROTC program.
- Not have been retired from active duty more than 5 years at the time of initial employment.
- Eligibility may be extended to 6 years for individuals meeting the provision of paragraph 4-9b of Cadet Command Regulation 145-2.

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)

- Be of good moral character and have the mentality, positive personality, physical appearance and condition, bearing, and neatness required for favorable representation of the program and the Army in daily contact with the civilian community.
- Have a thorough knowledge of course subject matter and demonstrate the instructional ability required to be a successful instructor.
- Demonstrate the professional ability to challenge, motivate, and influence young women and young men to learn and develop leadership, self-reliance, responsiveness to constituted authority, moral attributes, and attributes of good citizenship and patriotism.

- 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:

This position is considered “EXEMPT STATUS”: 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. TRAFFICE 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: LUCRETIA BORJA AT LUCRETIA.BORJA@CNMIPSS.ORG, 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		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan