

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 System Human Resources Office 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 eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Restorative Justice Coach (5 Positions)

EXAMINATION ANNOUNCEMENT NO: **PSS-2024-018**

OPENING DATE: **April 26, 2024** CLOSING DATE: **May 10, 2024**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$35,000.00 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 Student & Support Services (Assigned to 3 Saipan High Schools, 1 Tinian School, 1 Rota School)**

NATURE OF WORK:

Implementation of district-wide Restorative Justice program to decrease disproportionate discipline and increase safe, positive school environments.

ESSENTIAL TASKS:

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.

- Reports directly to the Senior Director of Student & Support Services.
- Develop and design a strategic implementation plan for training, monitoring, evaluating and sustaining Restorative Justice Program for schools;
- Establish measurable goals and objectives for the district and schools in alignment with the program design and implementation plan;
- Coordinate the district-wide implementation plan in collaboration with federal, state and local partners to address concerns regarding disproportionate discipline and creating positive learning environments;
- Collaborate with other district initiatives to align, enhance, and expand Restorative Justice practices for improved student outcomes such as attendance, achievement and behavior;
- Develop training modules for school based and non-school based staff;
- Engage school staff and faculty, administrators, parents, students, and stakeholders in Restorative Justice practices, goals and progress;

- Establish effective methods of communication with schools/staff implementing Restorative Practices; provide continual information regarding best practices and strategies for problem solving;
- Engage in ongoing professional development, strategic planning, coaches' meetings, department data dialogues, and other forms of professional growth;
- Provide written and oral reports on the status of implementation, progress of the program in accordance with the plan design, and make recommendations for expansion;
- Attend department meetings; represent the Student & Support Services at district/community meetings; and
- Perform other duties as assigned.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime forty (40) hours. The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

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:

- Graduation from a U.S. accredited college or university with at least a bachelor's degree in education, Psychology, Social Work, Sociology, Counseling, Organizational Leadership or a related field. Preference given for licensed clinicians or those eligible for licensing in CNMI. Additionally, three (3) years of related experience working with children, adolescents, and adults, and demonstrating cultural humility in cross-cultural settings.

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)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations, especially as they pertain to ethical conduct working with minors.
- Ability to engage a variety of stakeholders.
- 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.
- Understands and is trained in restorative practices processes and theory of action.
- Has successful experience designing and delivering professional development.
- Ability to work independently and in collaboration with other teams.
- Possesses strong interpersonal skills and the ability to create productive and healthy relationships.
- Demonstrates strong organizational skills with outstanding attention to detail.
- Proficient in Google Suite, MS PowerPoint, Word, Excel.
- 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**”. 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: THE HUMAN RESOURCES OFFICE AT

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) 237-3037/3052.

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: Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan