

# 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: Chamorro & Carolinian Language Heritage Studies Program Manager (2 Positions)**

**1 Chamorro Language Heritage Studies Program Manager**

**1 Carolinian Language Heritage Studies Program Manager**

EXAMINATION ANNOUNCEMENT NO: **PSS-2024-022**

OPENING DATE: **April 26, 2024**

CLOSING DATE: **May 10, 2024**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$55,000.00 - \$65,000.00** 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 Curriculum and Instruction, CCLHS Program**

### ESSENTIAL TASKS:

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.

- Coordinate the planning, implementation, and evaluation of the Chamorro and Carolinian Language Heritage Studies (CCLHS) Chamorro or Carolinian Program standards and curriculum, instruction, and assessment throughout Public School System (PSS) schools.
- Participate in program monitoring through the Instructional Review Process (IRP).
- Ensure compliance with instructional policies pertaining to the CCLHS Chamorro or Carolinian Program at PSS schools.
- Utilize the place-based framework and resources to design and deliver rigorous and meaningful instruction for the CCLHS Chamorro or Carolinian Program.
- Ensure that students and teachers are provided resources and tools relevant to the culture, language, and standards.
- Pursue current information related to the concepts, principles, and methodologies of CCLHS Chamorro and Carolinian Program education.

- Assess, plan, coordinate, implement, and evaluate professional development/professional learning opportunities for the CCLHS Chamorro or Carolinian Program.
- Plan and communicate budget needs for the CCLHS Chamorro or Carolinian Program.
- Prepare budget and strategic plan/work plan to meet the goals and objectives of the CNMI Public School System and the CCLHS Chamorro or Carolinian Program.
- Serve as a source of information regarding educational resources for teachers and students in the CCLHS Chamorro or Carolinian Program.
- Be knowledgeable about evidence-based practices/research in teaching and learning for the CCLHS Chamorro or Carolinian Program.
- Prepare annual reports and Academic Trend Data in the CCLHS Chamorro or Carolinian Program required for program accountability and utilize data to drive program improvement.
- Plan, coordinate, and collaborate on initiatives with other programs/specialists on, for example, the development and implementation of CCLHS Chamorro or Carolinian Program standard-based assessments.
- Uphold the District's mission, vision, and goals.
- Utilize skills in decision making, problem analysis, conflict resolution, interpersonal relationships, and program management to effectively lead the CCLHS Chamorro or Carolinian Program.
- Align the Comprehensive Student Accountability Plan with program adjustments to effectively assess student knowledge and skills in the CCLHS Chamorro or Carolinian Program.
- Seek grants/opportunities for additional resources to support the ongoing implementation of the CCLHS Chamorro or Carolinian Program standards within the CNMI Public School System.
- Indirectly supervises staff. Manager supervision is limited to the oversight of program tasks and activities.
- Provides input and recommendations that influence staffing, supervision, evaluation, and renewal.
- Regularly submits requests for program staff for the review and approval of the director.
- Manages day-to-day operations of the program and is responsible for planning and execution of activities, managing, and communicating to staff accordingly.
- Responsible for reporting updates to the Senior Director of Curriculum and Instruction and/or the Associate Commissioner of Administration.
- Perform other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
- The ability to speak, read, and write Chamorro or Carolinian language.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS or OCI.
- Ability to motivate others to reach their fullest potential.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Record Keeping Skills | Filing & Document Management
- Actively participate in Leadership Team meetings and shared decision-making process.
- Ability to perform multi-tasks and meet deadlines in a timely manner.
- Ability to adapt to changing situations.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

- 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.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Bachelor’s degree in education or related field and four (4) years related work experience, OR
- Master’s degree in education or related field and two (2) years related work experience.

**OTHER REQUIREMENTS:**

- Must take and pass the appropriate PRAXIS II exam, OR content knowledge exam in related field.

**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. 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](mailto: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.*

<b>Human Resource Office Use ONLY</b>			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan