

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.

POSITION/TITLE: Instructor (Career Technical Education)

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-015**

OPENING DATE: **February 23, 2021**

CLOSING DATE: **Until Filled**

SALARY: PAY LEVEL/GRADE: **Ungraded STEP(S): Ungraded; \$18,588.82 - \$46,766.59** Per Annum

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

LOCATION: **Tinian Jr. Sr. High School**

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.

- Guides pupils in learning activities on subjects assigned by the Principal.
- Responsible for the safety and welfare of pupils in classroom, on campus and on field trips.
- Maintains an accurate record of student's attendance progress and evaluation.
- Prepares periodic progress reports for parents.
- Provides necessary information to the Principal when requested.
- Participates in appropriate workshops when made available by the PSS.
- Prepares daily and weekly lesson plans and materials based on curriculum endorsed by the PSS.
- Follows school policies and procedures.
- Participates in extracurricular activities sponsored by the students or the system.
- Performs other related 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.

EDUCATION AND EXPERIENCE:

- Instructor I- Graduation from high school or equivalent. Must show proof of enrollment in specialized certification program in career technical education. Must have either of the following: A). Two years of recent and paid trade experience beyond the recognized training or apprenticeship period OR B). A total of six or more years of recent and verifiable paid trade experience leading to a broad base of knowledge and skills in area of specialization OR C). Successful completion of an approved program leading towards an Associate of Science degree in the trade or industry of specialization and an equivalent of one year of verifiable paid experience in the field of specialization.
- Instructor II – Graduation from high school or equivalent, plus at least thirty (30) credit hours of approved professional education courses leading toward completion of an Associate degree program. Must have at least three (3) years of teaching experience.
- Instructor III – Must have met all Instructor II requirements. Must have an Associate degree in area of expertise. Must have six (6) years of teaching experience.

OTHER REQUIREMENTS:

- Instructor II - Must possess a specialized instructor certificate in career technical education. Must have a valid professional license/certificate in field of specialization/occupation when appropriate and as recognized by PSS. Must be certified in First Aid & CPR.
- Instructor III - Must possess a specialized instructor certificate in career technical education. Must have a valid professional license/certificate in field of specialization/occupation when appropriate and as recognized by PSS. Must be certified in First Aid & CPR.
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KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- 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
- Good Interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to adapt to changing situations.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at PSS.

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 DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@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, 3064, or 3079.

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: Tinian