

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 for the Public School System.

POSITION/TITLE: Sexual Risk Avoidance Education (SRAE) Program Specialist (Re-announcement)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-017**

OPENING DATE: **June 4, 2021**

CLOSING DATE: **June 18, 2021**

SALARY: Pay Level/Grade: **05**; Step(s): **01-12**; **\$19,569.65 - \$33,470.75** Per Annum

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

LOCATION: **Personal Responsibility Education Program, Student & Support Services**

DUTIES & RESPONSIBILITIES:

- Support the Coordinator with supporting the schools on the implementation of SRAE curriculum and activities.
- Promote instructional programs with the philosophy of the PSS Board of Education and PSS content and performance standards and SRAE Grant.
- Promotes Instructional strategies consistent with PSS Content and Performance Standards for Health Education.
- Promotes assessment practices consistent with PSS Content and Performance Standards.
- Evaluates the on-going program for appropriateness and submits program recommendation to supervisor.
- Submits periodic progress reports to supervisor.
- Assist Coordinator in delivering professional development opportunities for teachers delivering SRAE curriculum.
- Works with Coordinator on grant applications, requirements as indicated in grantor's expectations.
- Coordinate, communicate, plan, implement and evaluate program activities objectives.
- Help Coordinator organize trainings on evidence-based adolescent pregnancy preventions and related topics.
- Help Coordinator provide technical assistance to Public School System Staff on evidence-based adolescent pregnancy prevention and related topics.
- Assist Coordinator conduct annual training needs assessment of Public School teacher and staff.
- Establish and maintain an e-mail ListServ with information on science-based approaches and practices in adolescent reproductive health, training and funding opportunities and other useful information.
- Promote participation in the List Serv by health, human service and education workers.
- Assists Coordinator in preparing and submitting all required program performance reports founders.
- Assist Coordinator to communicate, implement state-level and school-level training for youth and parents.
- Facilitates professional learning communities on teen pregnancy and Abstinence Education.

- Travel to attend required off-island trainings and inter-island commutes.
- The Program Specialist will also assist the coordinator in training staff, recruiting and retaining students, organize parent education programs and other project activities.

JOB RELATED DUTIES AND 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.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of 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 an accredited college or university with an Associate's degree plus four (4) years' work-related experience.

PREFERRED REQUIREMENT:

- Four (4) years of experience working with youth.

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 the practices, methods and techniques used in the administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;
- 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.

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.DELEONGUERRERO@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, SAIPAN, MP 96950, TEL. NOS. (670 237-3037/52.

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: Non-Exempt	Salary Grade/Step: 05/01-12	Duty Station/Location: Saipan