

**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 CMNI 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: Internal Control & Evaluations, Director**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-024**

OPENING DATE: **March 23, 2021** CLOSING DATE: **April 6, 2021**

SALARY: PAY LEVEL/GRADE: **Ungraded** STEP(S): **Ungraded; \$75,000.00** Per Annum

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

LOCATION: **Federal Programs Office**

DUTIES AND RESPONSIBILITIES:

- Interpret specific program (specialist's assigned program) requirement for parents, students, legislators, educators and other interested individuals;
- Conducts in-service training programs for school administrators and educators;
- Compiles statistical data and writes reports and recommendations;
- Prepares and updates forms, brochures, publication and other interested individuals related to the program;
- Collects, verifies and prepares data used in research studies, projects and the formulation of proposed legislation, policies and procedures;
- Provides assistance in developing departmental policies and procedures;
- Maintains records and prepares reports and correspondence related to the program; and
- Performs related work as assigned.

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.

- Collaborates with personnel and PSS partners in conducting research with the PSS and disseminating results
- Prepares and submits IRB applications for the CNMI PSS
- Contributes to research and evaluation designs
- Analyzes primary and secondary qualitative and quantitative data
- Contributes to proposals to secure external funding for the CNMI PSS
- Plans, conducts and prepares evaluation reports of individual schools, individual programs, and the school district
- Monitors program evaluations of federally-and locally-funded initiatives to ensure compliance
- Conducts evaluation of educational programs, projects, and materials; ensures that all evaluations meet the standards established by local, state, and national boards
- Designs and conducts quantitative and qualitative analysis of complex education and education-related information using advanced statistical and analytic methods

- Designs and conducts evaluations of education-related programs for the purpose of measuring and reporting on program effectiveness and organizational decision-making
- Designs and implements a variety of survey and related data collection (sampling) methodologies
- Designs, constructs, maintains and utilize electronic databases for the purpose of accessing, manipulating and analyzing information in support of research activities
- Formulates and advance original research activities meant to inform on key organizational activities and outcomes
- Constructs and utilizes a wide variety of students assessment data and information for the purpose of analyzing and evaluation student progress and/or program effectiveness
- Designs analytic processes and activities related to national, state and local accountability and reporting systems, teacher/school effectiveness, organizational key performance indicators, predictive analytics, and related data reporting activities
- Ensures the accuracy, validity and reliability of information used by the organization for policy and instructional planning
- Writes reports summarizing technical research findings for use in policy making, planning and organizational decision making
- Presents technical information to a variety of organizational stakeholders for purpose of professional development, capacity building, policy analysis and decision-making
- Maintain highest level of ethical behavioral and confidentiality
- Establishes and maintain good rapport with all stakeholders including students, employees, community members and vendors
- Performs other duties as assigned for the purpose of meeting department objectives
- Develops comprehensive, continuing programs for research and development planning, evaluation, and management reporting in support of the school system's strategic planning and supporting activities
- Coordinate's research, planning and evaluation projects with other departments, schools, and external agencies
- Assist with preparing needs assessment analysis and designing the evaluation components for school division grants and projects
- Assist with developing and distributing client specific surveys
- Collects, compiles, and analyzes data to evaluate programs and prepare evaluation reports
- Develop conclusions to provide accurate support for both formal and ad hoc presentation, papers and discussions
- Constructs the analysis components for database development; serves as a member of a database development team; and programs and designs customized reports and databases
- Provide staff development workshops on research processes, evaluation, or other related areas as requested
- Analyzes, approves, and makes recommendations regarding processed research to be conducted in the school system; and
- Provide support and guidance for multiple research and evaluation projects in support of educational programs.

#### 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.

#### EDUCATION:

- Graduation from a U.S. accredited college or university with a Bachelor's degree in Education or Education Administration, plus six (6) years related work experience; OR
- Graduation from a U.S. accredited college or university with a Master's degree in Education or Education Administration, plus four (4) years related work experience.

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

- Must be knowledgeable in data collection and reporting requirements for Part B (Special Education) of the Individuals with Disabilities Education Act of 2004.
- Must be knowledgeable in the data collection and reporting requirements for the Special Education State Performance Plan and Annual Performance Reports.
- 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.

#### 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](mailto:LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG), 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.***

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan