

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: English Language Arts Program Manager

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-047**

OPENING DATE: **May 25, 2021** CLOSING DATE: **Until Filled**

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 Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Office of Curriculum & Instruction**

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.

- Manages the implementation of the English Language Arts curriculum, content standards, and instructional practices throughout Public School System (PSS) schools.
- Monitors the English Language Arts curriculum at the schools.
- Recommends and acts on continuous improvement goals and objectives.
- Ensures compliance of policies pertaining to the English Language Arts at PSS schools.
- Pursues current information related to the concepts, principles and methodologies of the English Language Arts education.
- Assesses, plans, coordinates, implements, and evaluates program development in English Language Arts content, pedagogy, and evidence-based practices.
- Plans, budgets, and communicates needs for the English Language Arts program.
- Serves as a source of information regarding educational resources and research for teachers and students.
- Be knowledgeable about recent research concerning learning theory and assessment.
- Makes regular and frequent contacts with different organizational levels within and outside the English Language Arts division to explain and implement programs and policies.
- Plans and coordinates initiatives with other content programs, for example, the development and implementation of end of year or course assessments, career pathways, project-based learning activities, and accreditation recommendations.
- Utilizes skills in decision-making, problem analysis, conflict resolution, interpersonal relationships, and program management.

- Collaborates, plans and develops Comprehensive Student Accountability Plan that will assess student knowledge and skills in the English Language Arts.
- Writes development grants to seek additional resources for the implementation of the English Language Arts standards within the CNMI Public School System.
- Manages planning and implementation of Program's curriculum, instruction and assessment.
- Manages continuous improvement process of the program's goals and objectives.
- Conducts progress monitoring to scale up practices.
- Evaluates program's goals and objectives to meet the PSS vision and strategic priorities.
- Assesses plans, coordinates, implements and evaluates professional development for the English Language Arts program.
- Evaluates the English Language Arts program's goals and objectives to meet the Strategic Priorities or SPM measures and or scale-up needs.
- 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.

REQUIREMENTS: EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's degree plus four (4) years related work experience, OR
- Graduation from an accredited college or university with a Master's degree plus two (2) years related work experience.

OTHER REQUIREMENTS:

- Must take and pass the appropriate PRAXIS II exam

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
- Participate actively in Leadership Team meetings and shared decision-making process.
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- 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.

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. TRAFFIC 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, THE HUMAN RESOURCES OFFICE AT 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