

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: Career & Technical Education Program Manager

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-048**

OPENING DATE: **May 25, 2021**

CLOSING DATE: **June 8, 2021**

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.

- Promotes instructional programs consistent with the philosophy of the PSS Board of Education and PSS Content and performance Standards.
- Promotes instructional strategies consistent with PSS Content and Performance Standard for Career and Technical Education.
- Promotes assessment practices consistent with PSS Content and Performance Standards.
- Facilitates the identification of needs and priorities of grades Kindergarten to twelve (12) teachers for professional development.
- Demonstrates knowledge of research in grades kindergarten to twelve (12) Career and Technical Education and helps teachers translate the results of research into effective teaching strategies.
- Establishes communication links between Elementary, Middle/Junior High and High Schools.
- Evaluates the on-going program for appropriateness and submits program recommendation to supervisor.
- Submits periodic progress reports to supervisor.
- Provides within-classroom support to grades kindergarten to twelve (12) teachers as appropriate, requested and warranted.
- Coordinates and/or conducts professional development opportunities for grades Kindergarten to twelve (12) teachers.
- Recommends, as necessary, new policy(ies) and revision of old policy(ies) affecting Career and Technical Education teaching and learning to Supervisor, Commissioner of Education and the Board of Education.

- Performs administrative tasks connected with the Career and Technical Education program such as preparing a budget, disseminating and coordinating incentive programs for grades kindergarten to twelve (12) teachers, begin involved in extracurricular activities for students.
- Works with Consolidated Grant application, requirements as indicated in grantor's expectations coordinates, communicate, plan, implement & evaluate Consolidated Grant agreement.
- The Career and Technical Education Program Manager manages a variety of administrative duties that enable the CTE Program office to function more effectively. This individual interacts with other administrators, faculty, staff, students, and partners.
- The CTE Program Manager has the authority and accountability delegated by the supervisor for the Career and Technical Education Program when responding to inquiries, resolving complex problems or issues, or committing department resources.
- The CTE Program Manager is the primary web editor and responsible for the Career and Technical Education web pages.

Example of Duties:

Leadership in the Career and Technical Education Program:

- Initiates with other internal and external constituents the directives and initiatives of the CTE program office.
- Leads in the completion of external and internal reports, including setting and managing timelines.
- Serves as lead contact for staff and faculty for the above policies, expectations, and compliance with standards.
- Manages the Career and Technical Education Program institutional web pages.

Program -solving in the Career and Technical Program:

- Performs activities to operate with broad latitude for autonomous initiative and judgement.
- Critically analyzes, investigates and resolves complex Career and Technical Education issues, bringing only select, critical issues to supervisor for resolution.
- Identifies trends within CTE that may require program changes or refinement in program structure.
- Ensures quality and accuracy of web pages, databases, and all reports and official correspondence from the CTE program office (to and from).

Communication with internal and external constituents:

- Initiates, monitors and ensures accuracy and timeliness of communication to and from the Career and Technical Education Program.
- Serves as initial contact for CTE.
- Generates reports for internal and external use.
- Maintains heightened sensitivity to the public relations aspect of the position and the complexities of the CTE program's office.

Clerical Tasks:

- Handles multiple levels of advanced administrative duties.
- Facilitates requires approvals regarding procurement, payment, and contracts.
- Supports the CTE Program office and other CTE units as needed.
- Manages and processes confidential program information.
- Delegates tasks and ensures follow-up on tasks to ensure timely completion of Career and Technical Education Program work.

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.

QUALIFICATION REQUIREMENTS:

- 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

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": Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Certified Personnel and 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