

# 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 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: Mental Health & Disabilities Coordinator**

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-071**

OPENING DATE: **July 8, 2021**

CLOSING DATE: **July 22, 2021**

SALARY: Pay Level/Grade:**Ungraded**; Step(s):**Ungraded**; **\$45,000.00 - \$55,000.00 Per Annum**

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

LOCATION: **Head Start/Early Head Start Program**

### I. 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.

- Consults with and reports to the Health Manager
- Provides technical assistance and support to Head Start/ Early Head Start classroom to enhance and improve mental health and disabilities services for children, staff, and families.
- Ensure conformance with Head Start Performance Standards.
- Ensure conformance with the State Board of Education rules, policies and procedures, regulations as mandated by the Federal Government as it affects the Early Head Start/Head Start Program.
- The employee works within general methods and procedures and exercises considerable judgment to adapt and apply guidelines and policies to specific situations in regards to Head Start Performance Standards focused on the delivery of services for the Health Manager.
- The employee directs and supervises the activities of the Mental Health services.

### II. ESSENTIAL FUNCTION OF THE JOB:

- Assist Health Assistant in setting up children's health files (health screenings, referrals, IFSPs/ IEPs are organized and up-to-date.
- Assist Health Manager in updating Mental Health and Disabilities Service Area Plans

- Collaborates with agencies and health partners for any specialized services requested by program staff and families.
- Provides on-site observation and follow up to ensure children and staff receive necessary mental health and disability services.
- Keeps records of attempts and notifies the Health Manager of areas of possible non-compliance.
- Implements formal referral and follow up system for all children requiring disability and mental health services.
- Assist Health Manager in monitoring and tracking for all health screenings, mental health and disabilities referral using ChildPlus. Request additional documentation from teaching staff and families regarding children and observed behaviors.
- Provides resources, tools, and training to staff and families on mental health/ disabilities related support and concerns.
- Collaborates with Early Intervention and Early Childhood Special Education Program to ensure all IFSPs and IEPs are up to date. Provides copies of IFSPs and IEPs to the Head Start/Early Head Start classroom.
- Assist in distributing forms and supplies to teaching staffs and community partners;
- Assist with all health screenings (vision, hearing, growth assessment, behavioral and developmental). Inputs screening into ChildPlus.
- Participates in Early Intervention and CDAC children transitioning to EHS/HS Program.
- Assist in coordinating and planning mental health training for teachers and families. Ensure all needed supplies and materials with regards to mental health and disabilities services are provided.
- Submits monthly report to the Health Manager
- Performs other related duties as assigned.

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.

**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:

- Graduation from an accredited college or university with a Bachelor's Degree in psychology, counseling, or related field plus two (2) years social work experience or Early Childhood Education.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Ability to develop and maintain record keeping systems and procedures.
- Skill in the use of computers, preferably in PC, Window-based operating environments.
- Ability to gather data, to compile information, and prepare reports.
- Ability to develop, plan, and implement short-and long-range goals. Skill budget preparation and fiscal management.
- Program planning and implementation skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in the community.
- Skill in organizing resources and establishing priorities.
- Ability to design and implement systems necessary to collect, maintain, and analyze data.
- Ability to create, compose, and edit written materials.
- Ability to effectively communicate with co-workers and family members.
- Must be willing to and able to travel to meet program needs.
- 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.
- Oral & Written Skills Grammar/Style Expert
- Record Keeping Skills Filing & Document
- Management Expert

## 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. 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) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, 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: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan