

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: Classroom Teacher (Highly Qualified)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-118**

OPENING DATE: **November 10, 2021**

CLOSING DATE: **Until Filled**

SALARY: Pay Level: **VI-IX**; Step(s): **03-12**; **\$33,289.35 - \$93,059.48 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, Saipan**

DUTIES AND RESPONSIBILITIES:

- Planning and implementing educational activities for preschool aged children (ages 3-5).
- Ensures that the overall operation of the classroom is smooth and is managed appropriately by establishing and maintaining a safe, healthy learning environment.
- Ensures that all children are supervised at all times.
- Ensures that the monthly reports (and other reports as requested) are completed and are accurate and submitted in a timely manner.
- Maintain and review child records to periodically communicate with each family the child's overall development (progress, behavior, nutrition, dental, mental, and physical health, etc.).
- Conduct screenings/assessments on each child to obtain and maintain child outcome data.
- Schedule and complete a minimum of two (2) Home Visits and three (3) Parent-Teacher Conferences.
- Ensures that equipment, materials, and supplies are inventoried at the beginning and at the end of each school year.
- Maintains a complete and updated evidence binders for the purpose of ongoing monitoring and review (local and federal review)
- Planning and implementing learning experiences, to include individualizing child instruction, that advance the intellectual and physical development of children, including improving the readiness of children for school.
- **Curriculum and Child Outcomes/Disabilities:**
 - Ensures the implementation to fidelity of the Creative Curriculum.
 - Ensures the implementation of all Individual Education Plans (IEP) goals (Requires attendance at IEP meetings) as required.
 - Develops, implements, and submits, in a timely manner, lesson plans that are developmentally appropriate to foster literacy, phonemic and print awareness, the understanding and use of language, the understanding and use of increasingly complex and varied vocabulary, appreciation of books, the understanding of early

math, and early science, creative arts, physical development, and social-emotional growth, problem-solving abilities, and approaches to learning that reflect individualized plans for each child based on observation and individual interests and needs (Requires the development of learning materials and preparation of activities; consistent planning and posting of weekly lesson plans; and an understanding of the individualization process and its purpose). Lesson plans should also include health, nutrition and physical development activities.

- Ensures that individual child assessments and observations are completed and inputted into the Teaching Strategies GOLD assessment system. (Requires documentation of observations; Requires the facilitation of Parent-Teacher Conference 3 times a year; Requires that Individual Child Portfolios are kept and reviewed with the parents).
- **Parent/Family Involvement:**
 - Encourage the involvement of families and support the relationships between children and their families, and the documentation thereof; (Facilitates home visits - initial, follow-up, and more as necessary; Facilitates Parent Education Nights - minimum of 3 per school year; (Participates during monthly Central Parent Involvement Committee (CPIC) meetings).
 - Ensures that the Parent/Family Corner is updated and consistent in terms of family events, current activities, etc. (Requires communication and collaboration with the Head Start Family Advocate).
 - Writes parent notices, creates monthly newsletters, etc. to keep parents/families informed of current events and information about the center/classroom.
 - Maintains a complete, accurate, and updated parent/family communication binder.
- **Child Files:**
 - Maintains a complete child file for each child (Requires an ongoing monitoring and review of files).
- **Confidentiality:**
 - Maintains and keeps all files and all records confidential and in locked cabinets. Adherence to FERPA with regards to “confidentiality.”
- **Facilities/Health & Safety:**
 - Establishes and maintains a safe and healthy learning environment (both indoor & outdoor) and on field trips (including the supervision of children at all times).
 - Conducts the daily health checklists to ensure that the indoor and outdoor classroom environment is safe for all children and teachers to include a daily health check of each student.
 - Monitors and records all meal observations and reports any and all concerns to the Site Coordinator.
 - Ensures that any and all special requests from parents (regarding foods not to be served to children because of medical, religion, etc. reasons) are reported to the Head Start Health, Nutrition, and Mental Health Coordinator/Manager\.
 - Ensures all screenings are conducted and are reported accurately, in a timely manner (must be completed within the first forty-five days of each child’s enrollment and followed-up thereafter); requires an understanding of the referral process; requires a consistent follow-up of each referral made. Follows medication administration procedure as necessary.
 - Ensures the daily implementation of tooth brushing oral hygiene and personal hygiene lessons.
 - Reports any and all child abuse and/or neglect to appropriate agency and Site Coordinator (Requires the knowledge of reporting procedure and the knowledge of confidentiality).

- Ensures completion of all other documents as required.
- **Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA):**
 - Maintains accurate reporting of student's daily attendance (Requires daily encouragement with the children and parents).
 - Reports any and all withdrawals to the Head Start Site Coordinator.
 - Records and submits all weekly attendance to the Head Start Site Coordinator to be forwarded to the ERSEA Manager.
 - Distributes returning children application for update to parents and collects them for submission to the ERSEA Manager in a timely manner.
 - Assists with the recruitment process.
- **Teacher Development:**
 - Participates in all required Professional Development Activities (Program and Statewide level), staff meetings and trainings.
- **Other Duties & Responsibilities (as assigned):**
 - Provides necessary information to Head Start Director, Site Coordinator, and other service area managers as requested.
 - Follows proper protocol when reporting any and all activities, events, concerns, etc.
 - Represents the CNMI Head Start Program in local, regional and national meetings, on task forces, conference presentations, etc. as called upon.
 - Works on collaborative projects with other service area within Head Start and with other agencies as assigned.
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.
 - Participates in the Self-Assessment & Community Assessment Projects.
- **Overall:**
 - Complies with the Head Start Program Performance Standards, Head Start Act, PSS Rules and Regulations, and the Standards of Conduct.
- **Working Conditions:**
 - The Public School System (PSS)/Head Start Program operates on a 40-hour workweek. Actual working hours will be determined on the basis of operational efficiency.
 - The Head Start Program Director will establish working schedules and center/site placement subject to the approval of the Commissioner of Education and the Head Start Policy Council (HPC).
- **Work Behavior:**
 - Works harmoniously with co-workers. No more than 1 documented and substantiated complaint in a 3 month-period.
 - Conducts self at all times consistent with policies (Head Start Performance Standards, Head Start Act, PSS Rules and Regulations, and the Standard of Conduct). No more than 1 documented and/or oral complaint in a 3 month-period.
 - Reports to work regularly. Absenteeism or tardiness will be no greater than 5% of work time unless on scheduled leave or illness (with a signed doctor's statement if required by supervisor) or family medical leave (with a signed doctor's statement). All absence accumulated will be made up at the end of each school year as per Commissioner's instruction.
 - Complies with the CNMI Head Start policy on personal appearance at all times.
- **Education and Training:**

- Must participate in Early Childhood Development trainings and all related services including Creative Curriculum and additional trainings as necessary.
- **Knowledge, Skills, and Abilities:**
 - Knowledge of the Head Start Performance Standards, , and PSS Policies and Regulations.
 - The ability to work independently with minimal supervision.
 - The ability to initiate and facilitate meetings, trainings, etc.
 - The ability to initiate tasks without being instructed to, using best judgment

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 U.S. accredited college or university with a Bachelor's Degree or Higher.
- Pass appropriate PRAXIS II Content Knowledge Test.
- Must have a valid CNMI Basic I certificate or higher.

ADDITIONAL QUALIFICATIONS:

- Experience in a human service setting, including working with income eligible children and families.
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Bilingual skills are a plus.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as a team, has strong staff collaboration is a standard at the Head Start Program.
- Must be CPR certified or must go through training within the first (60) days of employment.
- Must meet all health and safety clearance and requirements.
- Must have no conviction of child abuse and/or neglect.

CONDITIONAL REQUIREMENTS:

- Classroom Teacher 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- 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.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills

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 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: VI-IX/03-12	Duty Station/Location: Saipan