

# 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: Program Manager (Education Service Manager)**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2022-010**

OPENING DATE: **January 26, 2022**

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

### JOB DISCRIPTION:

- Plans and administers the required program services for children and families in accordance with the Head Start/Early Head Start performance standards and regulations.
- Ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skill growth.
- Ensure regular and ongoing supervision and a system of individualized and ongoing professional development, as appropriate.
- Ensures the implementation of developmentally appropriate research-based early childhood curricula, including additional curricular enhancements.
- Ensures the implementation of a coaching plan for all teaching staff.
- Ensure that the EHS and HDST Mentor Teachers monitor all screenings conducted and are reported accurately, in a timely manner (must be completed within the first forty-five days of each child's enrollment).
- Assists in planning and participates in program activities on an on-going basis such as recruitment, program events, parent/teacher conferences, and community partner event activities.
- Ensures that the structure of education and child development services recognizes parents' roles as children's lifelong educators, and encourages parents to engage in their child's education.
- Works closely with Mental Health Coordinator to ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.
- Supervise and support Mentor Teachers and Coach Coordinator to ensure compliance with program regulations and policies, implementation of curriculum, high quality teaching practices to include healthy and safe environments that are well organized, implementation of Individualized Education Plan/Individualized Family Service Plan (IEP/IFSP)
- Mentor, train, and provide guidance to Mentor Teachers and Coach Coordinator.
- Prepares, Reviews and monitors reports to ensure education services are being met.
- Monitors and assists in screenings to ensure the 45-day timeline is met in the beginning of the school year.
- Plan and present to large and small group workshops on relevant child development topics based on program monitoring outcomes
- Communicates and collaborates across service areas to support safe, healthy environments and high-quality services to all children and families.
- Conducts on-going monitoring.

- Maintain complete and updated evidence binders for the purpose of ongoing monitoring and review (local and federal review).
- Assist in the development of the program's professional development plans for all staff.
- Actively participates in all areas of program management.
- Conduct and attend staff meetings and other related settings to ensure the delivery of services affecting program delivery.
- Participate in the Self-Assessment and Community Assessment Projects.
- Provide staff training and development, including on site consultation, coaching and mentoring to Early Head Start/ Head Start Mentor Teachers, classroom staff and partner site staff
- Participate in all Professional Development Activities (Program Level)
- Participate in all Staff meetings and trainings (Center Level)
- Participate in all Statewide Professional Development Days
- Keep records of all in-service training and staff attendance.
- Ensure the individualization of each instructor to provide further guidance and trainings to meet their needs in order to become better providers.
- Conduct Performance Evaluation on Early Head Start/Head Start Mentor Teachers and Coach coordinator.
- Assist in planning and developing all Head Start/Early Head Start grant proposals.
- Assist with recruitment process

**Overall:**

- Comply with the Chapter 60-60 and the Standards of Conduct
- Enhance and improve educational programs for children and their families.
- Ensure conformance with the Head Start Act, Head Start Performance Standards, State Board of Education rules, policies and procedures, rules and regulations as mandated by the Federal Government as it affects the Head Start Program.

**Work Behavior:**

- Work harmoniously with co-workers. No more than 1 documented and substantiated complaint in a 3-month period.
- Conduct self at all times consistent with policies (Head Start Performance Standards, Chapter 60-60, and the Standards of Conduct). No more than 1 documented and/or oral complaint in a 3-month period.
- Report 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.
- Comply with the CNMI Early Head Start/ Head Start policy on personal appearance at all times.

**Education and Training**

- Early Childhood Development training (ECE) and all related services including Montessori Methodology, Creative Curriculum, Second Step Curriculum, and any supplemental trainings to enhance knowledge and skills.

**QUALIFICATION REQUIREMENTS:**

- Graduation from an accredited college or university with a Bachelor's degree in Early Childhood Education, or related field plus at least four (4) years related experience in Early Childhood education, administration, and/or teaching experience preferred; OR
- Graduation from an accredited college or university with a Master Degree in Early Childhood Education, or related field plus at least two (2) years related experience in Early Childhood education, administration, and/or teaching experience preferred.

## JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

## 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.

## 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
- Good Interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Excellent knowledge on Childcare Plus program
- Ability to adapt to changing situations.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at 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) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK 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			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan