

PROMOTIONAL/TRANSFER OPPORTUNITY

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: Bus Safety Officer (Re-announcement II)

EXAMINATION ANNOUNCEMENT NO: **PSS-2022-011**

OPENING DATE: **March 14, 2022**

CLOSING DATE: **March 28, 2022**

SALARY: Pay Level: **5**; Step(s): **01-12**; **\$19,569.65 - \$33,470.74 Per Annum**

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

LOCATION: **Office of Pupil Transportation, OAS**

NATURE OF WORK:

Monitor the daily on road performance of bus drivers; conducts presentations to students and bus personnel, assist with road side breakdowns, investigates accidents involving school buses and provides a report of accident; drives a school bus, as needed; conducts bus emergency drills for students in K-12; does related work as required.

DUTIES & RESPONSIBILITIES:

- Operates a school district vehicle on a daily basis in order to monitor the daily on the road activities of school bus drivers;
- Train new hires on emergency procedures;
- Ride-along on buses to monitor driver and student behavior;
- Makes presentations in an assembly format to student's grades K-8 to provide instruction in school bus safety using a curriculum provided by the Director of the Office of Pupil Transportation;
- Assist bus drivers in resolving behavioral problems of student passengers in order to maintain safe driving conditions on the bus;
- Assist bus drivers on the road in the event of a mechanical breakdown; Investigate accidents involving school buses;
- Drives a school bus and makes special trips, as required;
- Assists transportation director with bus drivers and PSS staff in defensive driving techniques through defensive driving class;
- Prepares reports in driver activities on a monthly basis or as required by transportation director;
- Conduct annual bus emergency drills and system wide drills; provide reports on drills;
- Coordinate with COE's Office and transportation director during emergency evacuation of schools Commute to Rota and Tinian;
- Will dispatch buses, if needed.

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.

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.

MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with an Associates degree or Higher, plus two (2) years work related experience; OR
- Graduation from High School, plus six (6) years work related experience.

Conditional Requirements:

- Six (6) months experience as a bus driver and/or one (1) year experience operating large vehicles.
- Two (2) years of experience as a law enforcement officer.
- Successfully completed a Defensive Driver's Course.

License Requirement:

- Possession of a valid motor vehicle operator's license, government operator permit.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Good knowledge of the bus operations.
- Good knowledge of driving safety practices, traffic laws and regulations.
- Good knowledge of the roads and bus routes in the school district, ability to understand, interpret, and transmit instructions to subordinate personnel.
- Ability to communicate effectively both orally and in writing.
- Ability to get along well with children and command their respect; dependable; mental alertness; good judgement, good physical condition to perform emergency drills.
- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;

- 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 | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management

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, THE HUMAN RESOURCES OFFICE AT PSSHR@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: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan