

# 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: Family & Community Engagement Program Director**

EXAMINATION ANNOUNCEMENT NO: **PSS-2022-021**

OPENING DATE: **May 06, 2022**

CLOSING DATE: **May 20, 2022**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$65,000.00 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 the Commissioner of Education**

### 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.

1. Help the school develop a family-friendly school climate. This should be done in cooperation with the principal, teachers, parent organization, and other staff, such as:
  - Conduct an annual “Welcoming School Walk-through” with parents and teachers to make sure the school welcomes families and treats them with respect.
  - Work with school staff to use the walk-through results to make improvements (e.g. signs, directions, greeting at front office, displays of student work, regular visiting hours).
  - Develop a school family involvement policy with input and approval from parents and teachers. (To satisfy the requirements for a school parent involvement policy under Title I of No Child Left Behind, go to [www.ed.gov/programs/titleiparta/parentinvguide.doc](http://www.ed.gov/programs/titleiparta/parentinvguide.doc). For ideas on developing a policy, see tool 12.)
2. Develop programs and activities designed to engage families in improving student achievement. Plan these in collaboration with an action team of families, teachers, parent organizations, business-community partners, and the principal. Such as:
  - Design two family involvement programs/activities each quarter to help families participate more effectively in improving their Children’s learning. For example, family reading activities, math and science trainings, and career and college planning events. Use student achievement data to target skills that need to be strengthened.
  - Develop, coordinate, communicate, implement and evaluate family involvement program goals, objectives and activities.
  - Develop yearly work plan for implementation.

- Help families understand standards and assessments, students test scores, rubrics, and the school report card.
  - Facilitate and organize other parent meetings and workshops, as parents request.
  - Collaborate with school staff, community members, partners and families to develop programs and activities geared to reach families who are underrepresented because of social, economic, racial, and/or language barriers.
3. Help teachers/staff and families develop strong partnerships and enhance communication between parents/families and school staff, such as:
- Encourage and support school staff to reach out to families. Create ways for families and teachers to meet face-to-face and to know each other, such as class meetings, breakfasts with the principal, and getting-to-know-you activities at PTA meetings.
  - Work with teachers and other staff to develop learning kits that families can take home to use with their children.
  - Provide administrators, teachers, and support staff with research articles and handouts for parents. Staff can develop their own resource kits and notebooks with this material.
  - Be a liaison between families and teachers when problems arise, more information needs to be shared, or cultural differences are a barrier.
  - Arrange for translation and interpretation services for meetings, parent-teacher conferences, telephone calls, and notes home.
4. Develop and implement effective family involvement strategies and activities to empower students and their families, such as:
- Invite parents to participate in school committees and in the school's parent organization. Work with those groups to help them be welcoming and supportive of new members.
  - Recruit parents to be a part of school/district decision-making committees and meetings. Be sure they have information and background materials to be informed members.
  - Document parent/community activities through visual portfolios that include sign-in sheets, flyers, and pictures.
  - Invite families to participate in professional development training along with staff.
  - Survey families/school community and school personnel to assess the effectiveness of your school's partnership program.
5. Take part in opportunities for professional development, such as:
- Attend all meetings and training activities for family involvement coordinators and share ideas and experiences.
  - Keep school staff updated about family involvement activities in your school. For example, create a bulletin board about the activities, with pictures.
6. Participate in and support district activities and programs for families, such as:
- Publicize and promote district programs for families, such as advocacy workshops and literacy activities (as it applies to your school).
  - File quarterly reports on the family involvement activities at your school.

7. Help recruit partners to become part of the district's family involvement program, such as:

- Reach out to local community groups and business to find out how they would like to promote family involvement in you school.
- Work with community partners and families to identify resources for families in the community. Make sure that teachers and counselors have up-to-date referral information on community services to give families.
- Attend community meetings that will help you connect to community resources for families in your school.
- Serves as a liaison to school family groups (PTSA, SARC, etc.).
- Provides additional support towards the initiative of the School Attendance Review Committee (SARC) Program.
- Coordinates special projects as required by the COE.
- Performs other related duties as assigned by the COE.

#### 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 (MQR):

- Bachelor's Degree with six (6) years OR a Master's Degree with three (3) years administrators experience.
- Must have Administrators Certification.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of educational services;
- Working knowledge of prescribed School Board policies, procedures, rules and regulations;
- Working knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for educational services;
- 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 Regulation for PSS Employment of Non-Certified Personnel and Fair Labor Standard 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), THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto: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.*

<b>Human Resource Office Use ONLY</b>			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan