

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: Head Start Instructor (Tinian)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2022-055**

OPENING DATE: **July 29, 2022**

CLOSING DATE: **Until Filled**

SALARY: Pay Level/Grade: **Ungraded**; Step(s): **Ungraded**; **\$19,518.26 - \$46,766.59 Per Annum**

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

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

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.

- Ensures that the overall operation of the classroom is smooth and is managed appropriately.
- Ensures that the 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 (due every last working day of each month).
- Regular review of family files/child records to periodically communicate with each family the child's overall development (learning, behavior, nutrition, dental, mental, and physical health, etc.).
- Ensures that equipment, materials, and supplies are inventoried at the beginning and at the end of each school year (inventories are submitted to Head Start Program Site Coordinator to be forwarded to the Head Start main office).
- Maintains complete and updated evidence binders for the purpose of ongoing monitoring and review (local and federal review)

Curriculum and Child Outcomes/Disabilities:

- Ensures the implementation of the Creative Curriculum, Montessori Curriculum, and the Second Step Curriculum. Ensures the implementation of all Individual Education Plans (IEP) goals (Requires attendance at IEP meetings).
- Develops and implements lesson plans that are developmentally appropriate to foster literacy, language, math, science, creative arts, fine and gross motor development, and social-emotional growth that reflect individual plans for each child based on observation and individual interests and needs (Requires the development of learning materials and preparation of activities; Requires a consistent planning and posting of

weekly lesson plans; Requires an understanding of the individualization process and its purpose).

- Ensures that individual child assessments and observations are completed (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).
- Ensures the inclusion of health, nutrition, and physical development activities in lesson plans. Supports children's social-emotional development (Requires consistent implementation of the Second Step Curriculum; Requires documentation in the lesson plans).
- Supports children's independence, problem solving skills, initiative, and concentration through observation and Individual Learning Plans (Creative Curriculum ILP)

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.

Family Files:

- Maintains a complete family file for each child (Requires an ongoing monitoring and review of files).

Confidentiality:

- Maintains and keeps all family files and all records confidential and in locked cabinets. Adherence to Policy 8000 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 check to ensure that the classroom environment is safe for all children and teachers.
- 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 Coordinator and the PSS Food and Nutrition office.
- 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.
- Ensures the daily implementation of tooth brushing and fluoride administration.

- Ensures the implementation of personal hygiene lessons to the children.
- Monitors the school environment/facility (indoor/outdoor) using the Health & Safety Checklists. 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 students 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 Level);
- Participates in all required Staff meetings and trainings (Center Level);
- Participates in all required Statewide Professional Development Days.

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 Performance Standards, Policy 8000, 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 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, Policy 8000, 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 Montessori Methods, Creative Curriculum, and Second Step Curriculum.

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:

- **Instructor I:** Graduation from High School or equivalent, minimum of 24 college credits, and passing of appropriate praxis II. Must possess valid CNMI Early Childhood Instructor I Certificate. OR;
Graduation from High School or equivalent, minimum of 2 years Teacher Aide experience, and passing of appropriate praxis II. Must possess valid CNMI Early Childhood Instructor I Certificate.
- **Instructor II:** Graduation from a US accredited University with an Associate's degree and minimum of 2 years Teacher Aide experience, and passing of appropriate praxis II. Must possess valid CNMI Early Childhood Instructor II Certificate.
- **Instructor III:** Graduation from a US accredited University with a Bachelor's degree, minimum of 6 years related teaching experience, and passing of appropriate praxis II. Must possess valid CNMI Early Childhood Instructor III Certificate.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Knowledge of the Head Start Performance Standards, Policy 8000, 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.
- 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.
- Office Automation Skills (Microsoft Word, Excel, Outlook: Expert)
- Excellent Oral & Written Skills Grammar/Style
- Excellent Record Keeping Skills Filing & Document
- Excellent 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: Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Tinian