It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the CMNI Public School Human Resources System 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: Internal Control & Evaluations, Director**

**EXAMINATION ANNOUNCEMENT NO.: PSS-2023-106**

**OPENING DATE:** August 18, 2023  
**CLOSING DATE:** September 1, 2023

**SALARY:**  
**PAY LEVEL/GRADE:** Ungraded  
**STEP(S):** Ungraded; $65,000.00 - $75,000.00 Per Annum

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

**LOCATION:** Federal Programs Office

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Federal Programs Officer,

- Collaborate with fiscal and program personnel to review and recommend improvements needed relating to established controls, financial transactions, procedures, documents, reports, and accounts, and help prepare actionable reports and Standard Operating Procedures related to those improvements;
- Assist personnel in the implementation of planned corrective actions and improvements taken by management to address audit findings, minimizing the occurrence of future findings;
- Monitor and track expenditures and services to assure expenditures are cost-effective, allowable, and federal funds are managed prudently;
- Serve on District committees and task forces in support of coordinating and verifying inventory of equipment and materials purchased with federal funds;
- Support the safeguarding of assets by reviewing the internal controls over those assets and verifying the existence, placement, and use of such assets;
- Assist in developing RFPs, IFBs, for district-wide purchases and services;
- Participate in routine monitoring visits to schools and departments to address areas of need identified through the monitoring process;
- Assist in designing an implementing an evaluation system for ESEA Title I-funded programs;
- Obtains and uses evaluative findings, including student achievement data, from the Accountability, Research & Evaluation Office and other Technical Assistance providers, to examine program and project effectiveness;
- Conducts in-service staff development for school administrators and other personnel as needed;
- Provide technical assistance for schools and assigned projects supported by Consolidated Grant project activities;
• Support special project initiatives and perform reviews and related work as assigned.

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.

EDUCATION:

• Graduation from a U.S. accredited college or university with a Bachelor’s degree in Education or Education Administration, plus six (6) years related work experience; OR
• Graduation from a U.S. accredited college or university with a Master’s degree in Education or Education Administration, plus four (4) years related work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

• Ability to work as part of a team. Strong staff collaboration is a standard at PSS.
• Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
• Awareness of and sensitivity to cultural issues and local community practices.
• Record Keeping Skills, Filing and Document Management
• Knowledge of Uniform Guidance Requirements, Cost Principles, and Compliance supplement
• Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System’s Rules and Regulations.

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: THE HUMAN RESOURCES OFFICE AT PSSHR@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.

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