



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-001-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Management and Policy Specialist to the Board of Education and the Office of the Director of Education

Grade/Step: PL 24 - 28

Salary: \$8,199.36 to \$10,651.68 p/a

Location: Office of the Director of Education
Department of Education
Weno, Chuuk State

Position Supervised by: Director of Education or designee

SUMMARY:	The Management and Policy Specialist provides assistance to the Board of Education and the Office of the Director of Education. This position will provide support for the Board of Education for approximately 50% of their time and the other 50% will be allocated to supporting the Office of the Director of Education. Responsible for providing support for the Board of Education including: developing policy, coordinating communications and information; interpreting policies and regulations to officials, staff and the public; scheduling meetings and appointments; making travel arrangements; managing Board finances; and preparing meeting minutes. Functions as an effective member of the Director's office.
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<p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> ● Provide specialist policy and administrative support to the Board of Education and the Office of the Director of Education, relieving the Board members and the Director’s Office of a variety of administrative and secretarial tasks. ● Maintain confidentiality of sensitive and privileged information. ● Coordinate communication and information from the Board of Education; obtain, interpret and provide information to officials, teachers, parents, and community organizations about Board function and activities, and Department policies and procedures; prepare news releases as directed. ● Communicate with other offices to obtain information and documents needed by the Board. ● Schedule Board meetings and appointments; maintain and coordinate the Board of Education calendar; make travel arrangements for the Board of Education members as needed; secure airline transportation, hotel accommodations, and other necessary travel items. ● Monitor assigned budgets, including the Board of Education petty cash fund; collect money owed and monitor expenditures; issue purchase orders and order office supplies as needed; maintain related records. ● Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, agendas, memos, bulletins, lists, and other materials as directed; prepare, format, edit, and proofread written materials; establish and maintain office filing system. ● Receive, sort, read, route, and respond to incoming mail. ● Perform special projects and prepare various forms and reports on behalf of the Board of Education; attend to administrative details on special matters as assigned. ● Operate a variety of office equipment including a typewriter, copier, fax machine, calculator, postage machine, and a computer. ● Attend a variety of meetings and record proceedings; coordinate preparation and distribution of agendas as assigned by the position; prepare and distribute minutes. ● Attend Board meetings and perform various secretarial duties for the Board, including coordination and preparation of meeting agendas and supporting materials with departments; take minutes of Board meetings; create, duplicate, and distribute board agenda packets. ● Perform other related duties, as assigned.
<p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p>	<ul style="list-style-type: none"> ● Knowledge of functions and secretarial operations of an administrative and support office. ● In-depth knowledge of Department organization, operations, policies, and objectives.

	<ul style="list-style-type: none"> ● Knowledge of applicable sections of the State Education Code and other laws. ● Working knowledge of record-keeping and report preparation techniques. ● Use correct English grammar, spelling, punctuation, and vocabulary. ● Excellent oral and written communication skills. ● Knowledge of basic public relations techniques. ● Strong interpersonal skills exhibiting tact, patience, and courtesy. ● Knowledge of filing systems, telephone techniques, letter and report writing, editing, and proofreading. ● Ability to operate a computer, assigned software, and other office equipment. ● Read, interpret, apply and explain rules, regulations, policies, and procedures. ● Ability to organize complex material and summarize discussions and actions taken in report form. ● Understand and follow oral and written directions. ● Compile and prepare comprehensive reports concerning a broad spectrum of subject matter. ● Type or keyboard at 60 words per minute from clear copy. ● Establish and maintain cooperative and effective working relationships with others. ● Make mathematical calculations with speed and accuracy. ● Work confidentially with discretion. ● Work independently with little direction.
<p>EDUCATION AND EXPERIENCE:</p>	<ul style="list-style-type: none"> ● High school diploma and some college-level coursework in secretarial science or a related field is required. ● Three years of increasingly responsible secretarial or administrative assistance experience involving public contact.
<p>POSITION REQUIREMENTS:</p>	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office environment. ● Physical Demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.

MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none">• Personal computer.• General office equipment such as telephones, fax, and copy machines.• Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.
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TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
hr@chuukschools.org



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EA. No. **CSSS-002-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Budget Analyst
Grade/Step: PL 19-27
Salary: \$6,248.32 to \$9,975.68 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Financial Officer

SUMMARY:	The Budget Analyst performs specialized and technical work in the development, maintenance and analysis of assigned unit and/or department budgets; conducts research, compiles fiscal data, analyzes, and reviews complex and technical accounting data and records; assures the preparation and maintenance of comprehensive financial and statistical records and reports. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Perform specialized and technical work in the development, maintenance, and analysis of assigned department budgets; prepare and distribute funding allocations to assigned units and school sites; assure department financial activity complies with state and national regulations.• Research, compile, analyze, and audit complex and technical accounting data and records; review information and develop methods for distributing funds to school sites; audit expenditures and requisitions; assure records and reports comply with established guidelines and coding standards.• Assure the preparation and maintenance of comprehensive financial and statistical records and reports; generate a variety of national, state, and department records and reports related to budget activity, funding and expenditure levels; prepare related worksheets.

	<ul style="list-style-type: none"> ● Monitor budget expenditures and keep administrators current regarding spending levels and budget activity; monitor and approve program funding transfers as assigned. ● Prepare financial projections and forecasts for project funding, expenditure levels, and salary and benefit costs for assigned department programs. ● Communicate with department personnel and outside agencies to exchange information and resolve issues or concerns related to fiscal activities, annual audits, program operations, and budget rules, regulations and procedures. ● Consult administrators and department personnel in the development of various budgets and preparation of various forms; prepare instructional materials related to proper budget management procedures as assigned. ● Attend and participate in assigned meetings and conferences; coordinate and conduct workshops and in-services concerning program guidelines and financial record-keeping and reporting. ● Perform other related duties, as assigned.
<p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p>	<ul style="list-style-type: none"> ● General accounting, budget, and business functions as specified and required. ● Preparation, review, and control of assigned budgets. ● Preparation of financial statements and comprehensive budget reports. ● Follow applicable laws, codes, regulations, policies, and procedures, as specified and required in national and state. ● Financial and statistical record-keeping techniques. ● Financial analysis and projection techniques. ● Basic research methods. ● Oral and written communication skills. ● Department organization, operations, policies, and objectives. ● Interpersonal skills using tact, patience, and courtesy. ● Modern office practices, procedures, and equipment. ● Operation of a computer and assigned software. ● Perform specialized and technical work in the development, maintenance, and analysis of assigned department budgets. ● Research, compile, analyze, and review complex and technical accounting data and records. ● Assure the preparation and maintenance of comprehensive financial and statistical records and reports. ● Interpret, apply, and explain applicable rules, regulations, policies, and

	<p>procedures, as specified and required.</p> <ul style="list-style-type: none"> ● Process and record accounting transactions accurately. ● Compare numbers and detect errors efficiently. ● Analyze financial data and prepare forecasts and recommendations. ● Communicate effectively, both orally and in writing. ● Establish and maintain cooperative and effective working relationships with others. ● Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others. ● Meet schedules and time lines. ● Plan and organize work. ● Operate a computer and assigned software.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> ● Bachelor's degree in accounting, business administration, or related field is required. ● One year of professional experience in budget development, forecasting, and analyses is required. ● Three years of professional experience in budget development, forecasting, and analyses is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office environment. ● Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> ● Personal computer. ● General office equipment such as telephones, fax, and copy machines. ● Word processing software including Word, Excel, and additional special software required for position. ● Operate a variety of office equipment including a copier, telephone, fax machine, calculator, computer, and assigned software.

TO APPLY:

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EA. No. **CSSS-003-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Human Resource Specialist (2 Positions)

Grade/Step: PL 19-28

Salary: \$6,248.32 to \$10,651.68 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Human Resources Officer

SUMMARY:	The Human Resources Specialist performs assigned personnel functions such as recruitment, certification, job analysis, classification, compensation, and a variety of other tasks. The Human Resources Specialist performs a variety of professional-level work involved in coordinating recruitments and performing general analytical studies. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Perform job analyses for a wide variety of positions; prepare class specifications for new positions and revised positions as necessary to reflect reorganization or change in position concept.• Prepare job opening and announcements and media advertisements; draft related recruitment correspondence in a timely manner.• Analyze job applicants according to requirements, established job descriptions, and corresponding qualifications and specifications; arrange for interviews and assure compliance of interview and other policies and procedures.• Recommend qualified screening and interviewing panelists; construct interview questions through meetings with the appropriate unit head(s); monitor interview sessions as requested.

	<ul style="list-style-type: none"> ● Provide for proper tabulation of panelist, documentation, and reporting, as appropriate. ● Gather and analyze human resource data and information. ● Make presentations to Department personnel on application of human resources functions; conduct and/or participate in training or workshop sessions. ● Prepare and recommend new and revised personnel procedures for consideration by the Human Resources Officer. ● Perform other related duties, as assigned.
<p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p>	<ul style="list-style-type: none"> ● Principles and practices of Public Personnel Administration, including job analysis, selection, recruitment, and classification. ● Various department and governmental guidelines and regulations relating to personnel selection. ● Common positions and their requirements. ● Computer keyboard and software programs, including word processing and applicant tracking programs. ● Letter and report writing techniques. ● Record-keeping techniques. ● Principles and practices of training and providing work direction. ● Oral and written communication skills. ● District organization, operations, policies and objectives. ● Applicable sections of the State Education Code and other applicable laws. ● Interpersonal skills using tact, patience, and courtesy. ● Interviewing principles and techniques. ● Statistical analysis. ● Modern office practices, procedures, and equipment. ● Analyze personnel problems and develop practical solutions. ● Perform job analyses accurately. ● Write job specifications and job announcements. ● Apply the rules, regulations, and laws governing the personnel function. ● Communicate effectively, both orally and in writing. ● Meet schedules and time lines. ● Read, interpret, and apply rules, regulations, policies, and procedures. Work cooperatively with others.

	<ul style="list-style-type: none"> ● Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others. ● Work independently with little direction. ● Maintain records and prepare reports. ● Make mathematical computations with speed and accuracy. ● Operate a vehicle, observing legal and defensive driving practices. ● Understand and follow oral and written instructions. ● Establish and maintain cooperative and effective working relationships with others. ● Correct English usage, grammar, spelling, punctuation, and vocabulary. ● Personnel laws, rules and regulations applicable to the recruitment, examination and placement under the Merit System.
<p>EDUCATION AND EXPERIENCE:</p>	<ul style="list-style-type: none"> ● Associate degree is required. ● Bachelor’s degree or higher is preferred. ● Personnel management, public administration or experience in a related field is required. ● Minimum of two years of experience in human resources, recruitment, selection, compensation, or classification or related area(s) is required. ● At least four or more years of experience in human resources, recruitment, selection, compensation, or classification or related area(s) is preferred.
<p>POSITION REQUIREMENTS:</p>	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office environment. ● Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
<p>MATERIAL AND EQUIPMENT USED:</p>	<ul style="list-style-type: none"> ● Personal computer. ● General office equipment such as telephones, fax, and copy machines. ● Word processing software including Word, PowerPoint, Excel, and additional special software required for position.

TO APPLY:

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EA. No. CSSS-005-2015

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Facilities, Maintenance and Transportation Coordinator
Grade/Step: PL 29-30
Salary: \$11,375.52 to \$12,149.28 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Division of Administration and Personnel

SUMMARY:	The Facilities, Maintenance, and Transportation Coordinator is responsible for planning, organizing, and directing the maintenance, operations, and transportation services of the department. Manages the grounds, custodial, skilled maintenance, transportation, security, warehouse, and other unit functions. Participates in various construction planning and development activities. Assures efficient and cost-effective departmental operations. Functions as an effective member of the Division's leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Plan, organize, control, and direct department-wide maintenance, operations, security, transportation services, and warehouse operations• Establish standards for proper cleanliness, safety, and building maintenance/repair; grounds maintenance; transportation and warehouse operations.• Confer with and direct supervisory and lead personnel and school officials regarding methods and procedures of work, supply, and equipment requirements, and assist in resolving operational problems and conflicts.• Communicate with department and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others

	<p>concerning facilities maintenance and operations services.</p> <ul style="list-style-type: none"> ● Schedule, assign, and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training, as needed. ● Meet schedules and timelines. ● Analyze, modify, and modernize work methods and procedures to increase efficiency and cost-effectiveness. ● Develop and implement short- and long-range plans and programs related to facilities maintenance. Research, compile, analyze, and interpret technical data related to large-scale maintenance and operations projects; estimate costs for labor and materials; prepare bid specifications. ● Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste, and asbestos management; monitor an ongoing safety program. ● Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select, and approve the purchasing of equipment and supplies within established limitations. ● Attend, chair, and conduct a variety of technical meetings and conferences related to assigned functions, when required. ● Assure the preparation and maintenance of required records, reports, files, and lists, as appropriate; assure compliance with local, State, and federal laws, rules and regulations, as required. ● Prepare comprehensive narrative and statistical reports. ● Supervise and evaluate the performance of assigned personnel. ● Perform other related duties, as assigned.
<p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p>	<ul style="list-style-type: none"> ● Demonstrated ability to plan and manage grounds, custodial, skilled maintenance, automotive shop, transportation, security, and warehouse operations. ● Schedule, direct, and control a diversified maintenance, operations and transportation program. ● Develop and manage operations budgets. ● Working knowledge of environmental, health, and safety issues and regulations related to employees, facilities, and property. ● Participate in various construction planning and development activities. ● Interpret, apply, and explain rules, regulations, policies, and procedures. ● Establish and maintain cooperative and effective working relationships with others. ● Flexibility to perform work within changing priorities.

	<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Strong interpersonal skills including tact, patience, and courtesy. • Demonstrated ability to work harmoniously with staff, students, administrators, parents, and other community members. • Analyze situations accurately and adopt an effective course of action. • Operation of a computer and assigned software. • Develop and enforce work standards. • Work independently with minimal direction.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor’s degree in Business Management or related field is required. • At least five years of experience in facilities, maintenance, and operations including warehousing and transportation are required. • Management experience in a school district in maintenance and operations or transportation is desirable.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office environment, outdoors, and in a warehouse setting. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information. ○ Physically capable of travelling by small ocean vessel/boat and small airplanes. ○ Physically capable of walking long distances and climbing heights.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

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EA. No. **CSSS-006-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Accreditation Specialist
Grade/Step: PL 19 - 25
Salary: \$6,248.32 to \$8,752.64 p/a

Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: School Management, Capacity Building and Scholarship Coordinator

SUMMARY:	The Accreditation Specialist provides leadership for and oversight and implementation of all aspects of the process, attainment, and maintenance of the accreditation of the Chuuk State Department of Education schools. Functions as an effective member of the Division leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Help maintain positive professional relations between the department and each school to be accredited or to renew accreditation.• Provide communication and support, as needed, to schools going through the accreditation process.• Work with the division chief in assigning, managing, and supporting accreditation committees.• Prepare accreditation documents and materials, both print and digital.• Track and critique self-study and five-year reports and provide feedback to

	<p>committee chairs.</p> <ul style="list-style-type: none"> ● Assist the Division Chief with logistics of mentor sessions, chair workshops, and visitation from the accrediting team. ● Coordinate accreditation efforts with state and national groups and appropriate individuals. ● Track follow-up visits and reports, keeping the Division Chief and Director of Education apprised about which schools are involved and the individual circumstances of each. ● Attend meetings related to accreditation, as requested. ● Support and/or inform professional development activities by evaluating member school needs articulated in visiting committee reports. ● Conduct research, compile data, and prepare papers for consideration by the national accreditation agency. ● Ensure all accreditation reports and correspondence has been appropriately archived and secured. ● Maintain calendars and timelines for the accreditation of all schools. ● Maintain accreditation information applicable databases or other software, as appropriate. ● Perform other duties, as assigned.
<p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p>	<ul style="list-style-type: none"> ● Strong written and oral communication and editing skills. ● Self-starter and independent worker with strong problem-solving skills. ● Strong skills and interest in computer technology, database, website management, word processing, spreadsheets, video conferencing, and other computer programs, as needed. ● Extensive knowledge of principles and practices of organization, planning, records management, and general administration. ● Ability to manage multiple tasks. ● Strong interpersonal skills. ● Willingness to travel throughout the state in various school visitations and work sessions.
<p>EDUCATION AND EXPERIENCE:</p>	<ul style="list-style-type: none"> ● Minimum of an Associate degree in education or a related field is required. ● Bachelor’s degree or higher is preferred. ● At least two years of successful teaching experience is required. ● Additional successful experience is preferred. ● Experience in serving on an accreditation team is preferred.

POSITION REQUIREMENTS:	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office, school, and field environment. ● Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information. ○ Physically capable of travelling by small ocean vessel/boat and small airplanes. ○ Physically capable of walking long distances and climbing heights.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> ● Personal computer. ● General office equipment such as telephones, fax, and copy machines. ● Word processing software including Word, Excel, and additional special software required for position.

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EA. No. **CSSS-007-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Curriculum, Instruction and Assessment Content Specialist (Math)
Grade/Step: PL 19 - 25
Salary: \$6,248.32 to \$8,752.64 p/a
Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: Curriculum, Instruction and Assessment Coordinator

SUMMARY:	The Curriculum, Instruction and Assessment Content Specialist (Math) works cooperatively with administration and teachers in supporting effective teaching for the betterment of students. The Content Specialist has a strong preparation and background in his/her content, instructional strategies, and school leadership. The Content Specialist is an excellent teacher who can support the professional growth of colleagues, promoting enhanced instruction and student learning, strengthening classroom teachers' understanding of the content, and helping teachers develop more effective teaching practices that allow all students to reach high standards. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Collaborate with individual teachers through co-planning, co-teaching, and coaching.• Assist administrative and instructional staff in interpreting data and designing approaches to improve student achievement and instruction.• Ensure that the school curriculum is aligned with state and national standards and their school's content curriculum.• Promote teachers' delivery and understanding of the school curriculum through collaborative long-range and short-range planning.

	<ul style="list-style-type: none"> • Facilitate teachers’ use of successful, research-based instructional strategies, including differentiated instruction for diverse learners. • Work with parent/guardians and community leaders to foster continuing home/school/community partnerships, focused on students’ learning of the content area. • Collaborate with administrators to provide leadership and vision for a school-wide mathematics program. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • In-depth knowledge of his/her content area. • Effective teaching skills, particularly in the content area. • Excellent planning, problem-solving, and organizational skills. • Effective listening and communication skills. • Excellent meeting and training facilitation skills. • Ability to guide and mentor staff. • Extensive knowledge of instructional techniques and training methods. • Ability to prepare and maintain accurate records of professional development offered, required, and completed.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Associate degree is required. • Bachelor’s Degree in Education, the appropriate content area or a related field is preferred. • Minimum of five years of successful classroom experience; more successful experience is preferred. • Minimum of two years of content specialist experience; more successful experience is preferred. • Successful experience as a trainer or professional development provider; more successful experience is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office and school environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer.

	<ul style="list-style-type: none">• General office equipment such as telephones, fax, and copy machines.• Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.
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CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-008-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Curriculum, Instruction and Assessment Content Specialist (Science)
Grade/Step: PL 19 - 25
Salary: \$6,248.32 to \$8,752.64 p/a

Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: Curriculum, Instruction and Assessment Coordinator

SUMMARY:	The Curriculum, Instruction and Assessment Content Specialist (Science) works cooperatively with administration and teachers in supporting effective teaching for the betterment of students. The Content Specialist has a strong preparation and background in his/her content, instructional strategies, and school leadership. The Content Specialist is an excellent teacher who can support the professional growth of colleagues, promoting enhanced instruction and student learning, strengthening classroom teachers' understanding of the content, and helping teachers develop more effective teaching practices that allow all students to reach high standards. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Collaborate with individual teachers through co-planning, co-teaching, and coaching.• Assist administrative and instructional staff in interpreting data and designing approaches to improve student achievement and instruction.• Ensure that the school curriculum is aligned with state and national standards and their school's content curriculum.• Promote teachers' delivery and understanding of the school curriculum

	<p>through collaborative long-range and short-range planning.</p> <ul style="list-style-type: none"> ● Facilitate teachers’ use of successful, research-based instructional strategies, including differentiated instruction for diverse learners. ● Work with parent/guardians and community leaders to foster continuing home/school/community partnerships, focused on students’ learning of the content area. ● Collaborate with administrators to provide leadership and vision for a school-wide mathematics program. ● Perform other related duties, as assigned.
<p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p>	<ul style="list-style-type: none"> ● In-depth knowledge of his/her content area. ● Effective teaching skills, particularly in the content area. ● Excellent planning, problem-solving, and organizational skills. ● Effective listening and communication skills. ● Excellent meeting and training facilitation skills. ● Ability to guide and mentor staff. ● Extensive knowledge of instructional techniques and training methods. ● Ability to prepare and maintain accurate records of professional development offered, required, and completed.
<p>EDUCATION AND EXPERIENCE:</p>	<ul style="list-style-type: none"> ● Associate degree is required. ● Bachelor’s Degree in Education, the appropriate content area or a related field is preferred. ● Minimum of five years of successful classroom experience; more successful experience is preferred. ● Minimum of two years of content specialist experience; more successful experience is preferred. ● Successful experience as a trainer or professional development provider; more successful experience is preferred.
<p>POSITION REQUIREMENTS:</p>	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office and school environment. ● Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time.

	<ul style="list-style-type: none"> ○ Hearing and speaking to exchange information.
<p>MATERIALS AND EQUIPMENT USED:</p>	<ul style="list-style-type: none"> ● Personal computer. ● General office equipment such as telephones, fax, and copy machines. ● Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
 Department of Education
 Weno, Chuuk FM 96942
 (691) 330-5430/6730
 hr@chuukschools.org



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

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EA. No. **CSSS-009-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Curriculum, Instruction and Assessment Content Specialist (Social Studies)
Grade/Step: PL 19 - 25
Salary: \$6,248.32 to \$8,752.64 p/a

Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: Curriculum, Instruction and Assessment Coordinator

SUMMARY:	The Curriculum, Instruction and Assessment Content Specialist (Social Studies) works cooperatively with administration and teachers in supporting effective teaching for the betterment of students. The Content Specialist has a strong preparation and background in his/her content, instructional strategies, and school leadership. The Content Specialist is an excellent teacher who can support the professional growth of colleagues, promoting enhanced instruction and student learning, strengthening classroom teachers' understanding of the content, and helping teachers develop more effective teaching practices that allow all students to reach high standards. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Collaborate with individual teachers through co-planning, co-teaching, and coaching.• Assist administrative and instructional staff in interpreting data and designing approaches to improve student achievement and instruction.• Ensure that the school curriculum is aligned with state and national standards and their school's content curriculum.• Promote teachers' delivery and understanding of the school curriculum through

	<p>collaborative long-range and short-range planning.</p> <ul style="list-style-type: none"> ● Facilitate teachers' use of successful, research-based instructional strategies, including differentiated instruction for diverse learners. ● Work with parent/guardians and community leaders to foster continuing home/school/community partnerships, focused on students' learning of the content area. ● Collaborate with administrators to provide leadership and vision for a school-wide mathematics program. ● Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> ● In-depth knowledge of his/her content area. ● Effective teaching skills, particularly in the content area. ● Excellent planning, problem-solving, and organizational skills. ● Effective listening and communication skills. ● Excellent meeting and training facilitation skills. ● Ability to guide and mentor staff. ● Extensive knowledge of instructional techniques and training methods. ● Ability to prepare and maintain accurate records of professional development offered, required, and completed.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> ● Associate degree is required. ● Bachelor's Degree in Education, the appropriate content area or a related field is preferred. ● Minimum of five years of successful classroom experience; more successful experience is preferred. ● Minimum of two years of content specialist experience; more successful experience is preferred. ● Successful experience as a trainer or professional development provider; more successful experience is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office and school environment. ● Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time.

	<ul style="list-style-type: none">○ Hearing and speaking to exchange information.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none">● Personal computer.● General office equipment such as telephones, fax, and copy machines.● Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

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EA. No. **CSSS-010-2015**

Opening Date: 09 February 2015

Closing Date: 09 March 2015

Position/Title: Performance Management, Research and Evaluation Specialist
Grade/Step: PL 19 - 24
Salary: \$6,248.32 to \$8,199.36 p/a

Location: Division of Planning and Development
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Planning and Development

SUMMARY:	The Performance Management, Research and Evaluation Specialist is responsible for planning, evaluating and managing comprehensive research and development programs in support of instructional and other programs of the Department. The position ensures that research and development projects are efficiently implemented and effectively support the Department's goals and objectives. Responsible for: evaluating educational programs; designing research projects; instrument development, consulting, surveying, and analyzing data; preparing reports; and ensuring evaluations meet national standards. Functions as an effective of member of the Division.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct evaluations of educational programs, projects, and materials.
- Ensure that all evaluations meet acceptable standards of practice for educational evaluation.
- In consultation with the division chief, develop comprehensive, continuing programs for research and development planning, evaluation, and management reporting in support of the Department strategic plans and supporting activities.
- Coordinate research, planning and evaluation projects with other departments, schools, and external agencies.
- Make recommendations and approve proposed research to be conducted in the school system.
- Assist with preparing needs assessment analysis and designing the evaluation components for school division grants and projects.
- Assist with developing and distributing client specific surveys.
- Collect, compile, and analyze data to evaluate programs and prepare evaluation reports.
- Develop conclusions to provide accurate support for both formal and ad hoc presentation, papers, and discussions.
- Construct the analysis component for database development; serve as a member of a database development team; and program and design customized statistical reports and databases.
- Compile and prepare the annual NNPS Demographic and Student Achievement Profiles book.
- Serve on cross-functional workgroups and as a member of the Research Authorization Committee.
- Provide technical assistance and training to end users in the proper use of applications.
- Provide staff development workshops on research and evaluation, as requested.
- Assist with state-mandated testing programs.
- Model nondiscriminatory practices in all activities.
- Perform other related duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> ● Strong knowledge of social science research and evaluation methodology, statistics, and data processing. ● Knowledge of data processing software. ● Ability to explain testing and statistics to administrators, teachers, and parents. ● Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training. ● Ability to establish and maintain effective working relationships with school administrators, the Board of Education, and the general public. ● Knowledge of quality management, systems thinking, and strategic planning are highly desirable.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> ● Bachelor’s degree in a social science or related area such as education, psychology, evaluation, research, sociology, or psychometrics is required. ● Master’s degree or higher preferred. ● Two years of experience as a principal investigator in research or evaluation projects is required. ● Experience using SPSS, spreadsheets, and relational database systems are highly desirable. ● Thorough knowledge of the principles, practices, and procedures of program evaluation. ● Comprehensive knowledge of research methodology. ● Perform other related duties as assigned.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> ● Maintain professional appearance and conduct. ● Consistently exercise professional judgment, including work habits, regular and timely attendance. ● Able to work in an office, school, and field environment. ● Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> ● Personal computer. ● General office equipment such as telephones, fax, and copy machines. ● Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

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