

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the Board of Education, Commonwealth of the Northern Mariana Islands, that the 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: Education Coach (1 Position) (Amendment I)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-041**

OPENING DATE: **August 15, 2025**

CLOSING DATE: **Until Filled**

SALARY: Pay Level/Grade: **Ungraded; Step(s): Ungraded; \$32,133.16 - \$76,529.74 Per Annum**

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

LOCATION: PSS, **Head Start/Early Head Start Program, Saipan**

NATURE OF WORK:

The Coach provides individualized and group-based coaching to classroom teaching staff in Head Start and Early Head Start centers. This position uses evidence-based coaching strategies to support professional growth, classroom quality, and instructional effectiveness. The coach collaborates closely with program leadership to enhance teaching practices aligned with the Head Start Early Learning Outcomes Framework (ELOF), Head Start Program Performance Standards (HSPPS), and implementation of the Practice-Based Coaching (PBC) Framework. This position is under the direct supervision of the Education Services Manager.

DUTIES & RESPONSIBILITIES:

Coaching & Professional Development

- Conducts classroom observations and provides regular on-site coaching and feedback to improve instructional practices in domains such as literacy, language, math, cognition, physical development, and social-emotional development.
- Under the supervision and guidance of the Education Services Manager, develops and implements individualized coaching plans with measurable goals and strategies for growth.
- Facilitates coaching cycles that include goal setting, action planning, observation, modeling, reflection, and follow-up.
- Mentors, trains, and supports assigned teaching staff through reflective dialogue and capacity-building strategies.

Instructional Support & Assessment

- Reviews lesson plans, observations, and assessment data to help teaching staff align instruction with children's developmental needs.

- Assists in conducting developmental screenings and ensures compliance with the 45-day screening requirement.
- Supports effective implementation of IEPs/IFSPs within the classroom setting.
- Assists in conducting formal assessments and observations of teaching staff such as the Classroom Assessment Scoring System (CLASS), Teaching Pyramid Observation Tool (TPOT), Teaching Pyramid Infant-Toddler Observation Scale (TPITOS), and curriculum fidelity checklist observation tool.

Service Collaboration & Training

- Participates in recruitment, program events, and community engagement activities to support educational goals.
- Coordinates with service area teams to ensure classroom needs are met and high-quality environments are maintained.
- Plans and facilitates group workshops and training sessions based on program needs and coaching data.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

WORKING CONDITIONS:

The Public School System (PSS)/Head Start Program operates on a 40 hour work week. Actual working hours will be determined on the basis of operational efficiency. The Head Start Director will establish working schedules subject to the approval of the Commissioner of Education and Head Start Policy Council.

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:

EDUCATION AND WORK EXPERIENCE:

- Graduated from an accredited college or university with a Bachelor's Degree in Early Childhood Education or related field.
- Minimum of two (2) years of experience in an Early Childhood Education setting.
- Valid CNMI Board of Education Teaching Certificate in Early Childhood Education.

OTHER QUALIFICATION REQUIREMENTS:

- Valid CNMI Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of Head Start Program Performance Standards and Early Learning Outcomes Framework.
- Knowledge of Early Childhood Education principles, curriculum planning and implementation, and child development.
- Knowledge of adult learning principles and coaching strategies such as the Practice-Based Coaching Framework.
- Ability to provide constructive feedback and reflective support to adult learners.
- Strong observation and analytical skills to identify strengths and areas for instructional growth.
- Ability to model effective teaching practices and guide implementation of curriculum and assessment tools.
- Skill in developing individualized coaching plans and facilitating ongoing professional development.
- Strong collaboration and communication skills with unique teams and stakeholders.
- Ability to use data to inform coaching strategies and instructional improvements.
- Proficiency in documentation, using coaching logs, and using technology tools and software for data tracking and communication.
- 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.

CONDITIONAL REQUIREMENTS:

This position is considered "EXEMPT STATUS": Employee is paid on a salary basis and is not eligible for overtime pay or compensatory time pursuant to the Regulations for PSS of Non-Certified Personnel and the Fair Labor Standards 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. TRAFFIC CLEARANCE
5. NATIONAL BACKGROUND CHECKS
6. National Federal Bureau of Investigation criminal history checks with fingerprints
7. National Sex Offender Registry (SORNA) Check.
8. In-state (CNMI) Background Checks
9. In-state Criminal History Check with fingerprint.
10. In-state Sex Offender Registry Check
11. In-state Child Abuse and Neglect Registry Check.
12. Inter-state (out of the CNMI) Background Check
13. Inter-state Criminal History Check.
14. Inter-state Sex Offender Registry Check.
15. Inter-state Child Abuse and Neglect Registry Check.

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 501370 CK SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3031.

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: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan