

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: State Personal Responsibility Education Program (PREP) Coordinator

EXAMINATION ANNOUNCEMENT NO: **PSS-2026-012**

OPENING DATE: **March 06, 2026** CLOSING DATE: **March 20, 2026**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$45,000.00 - \$55,000.00 Per Annum**

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

LOCATION: **Office of Student & Support Services**

**This position is funded under the Department of Health and Human Services, Administration for Children and Families, Personal Responsibility Education Program Grant.*

NATURE OF WORK:

Under the direct supervision of the Senior Director, the State PREP Coordinator will provide strategic leadership and oversight for both the Personal Responsibility Education Program (PREP) and the Sexual Risk Avoidance Education (SRAE) grant. This role directs evidence-based program planning, curriculum selection, staff development, grant management, and stakeholder collaboration to ensure the delivery of medically accurate, developmentally appropriate, and impactful adolescent health programs.

DUTIES & RESPONSIBILITIES:

- Coordinates ongoing research, needs assessments, and collaboration with technical assistance (TA) providers to guide the selection, implementation, and continuous improvement of evidence-based curricula across both PREP and SRAE programs.
- Applies data-driven decision-making to curriculum selection and program planning that promotes abstinence, delays sexual initiation, reduces risk behaviors, and fosters responsible decision-making among adolescents.
- Ensures alignment of all programs, curricula, instructional strategies, and assessments with public health best practices and PSS standards.
- Manages both PREP and SRAE grant-funded programs, ensuring compliance with federal requirements, timelines, reporting expectations, and submission systems under the Administration for Children and Families (ACF).
- Oversees program budgets, resource allocation, and sustainability planning for multiple grants.
- Prepares, reviews, and submits periodic progress and performance reports to supervisors

- and funding agencies.
- Coordinates grant applications, renewals, and ensures adherence to funder expectations.
 - Provides leadership in planning, coordinating, implementing, and evaluating state-level and school-level program activities and objectives under both PREP and SRAE.
 - Oversees professional development, training, and technical assistance for Public School System staff, including health teachers, on evidence-based adolescent pregnancy and STD prevention.
 - Conducts and oversees annual training needs assessments to inform workforce development and capacity-building efforts.
 - Establishes and maintains communication systems, including an email listserv, to disseminate science-based practices, training opportunities, funding announcements, and relevant public health information.
 - Facilitates professional learning communities focused on teen pregnancy, STD prevention, and other risk behaviors as evident in the Youth Risk Behavior Surveys.
 - Leads collaboration with external partners and stakeholders to strengthen coordinated prevention efforts across both PREP and SRAE initiatives.
 - Aligns PREP and SRAE program curricula and activities with college and career readiness goals and adult preparation subjects, ensuring adolescents gain skills in financial literacy, healthy relationships, workforce readiness, and responsible decision-making.
 - Oversee and coordinate the Youth Advisory Panel, ensuring student voices guide program improvements and identified needs, while integrating feedback into school and community engagement initiatives through staff training, parent education programs, stakeholder collaboration, and related project activities.
 - Attend and actively participate in off-island trainings, conferences, webinars, and meetings as required by the grantor to fulfill program requirements.
 - Commutes to Tinian and Rota to oversee curriculum implementation, conduct observations, and provide staff training as required.

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.

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.

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 EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Education or Education Administration, plus (2) years' work-related experience in teaching, designing, and implementing the subject program and/or training of teachers and specialists.

ADDITIONAL QUALIFICATIONS:

- 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.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS

JOB RELATED SKILLS AND EXPERIENCE:

This section further describes the position by listing key skills and experience. The proficiency levels range from lowest to highest: Basic, Intermediate, Advanced, and Expert.

Office Automation Skills | Microsoft Word | Advanced

Office Automation Skills | Microsoft Excel | Advanced

Office Automation Skills | Microsoft Outlook | Advanced

Oral & Written Skills | Grammar/Style | Expert

Record Keeping Skills | Filing & Document Management | Expert

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: 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