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: Head Start Teacher Aide

EXAMINATION ANNOUNCEMENT NO: **PSS-2026-038**
OPENING DATE: **August 11, 2026** CLOSING DATE: **Until Filled**
SALARY: Pay Level/Grade: **II/III;** Step(s): **01-12; $18,282.56 - $34,475.12 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.

- Assists in the supervision of children at all times.
- Assists with home visits.
- Assists in maintaining a safe and healthy environment conducive to learning.
- Assist with the daily maintenance of the facility, equipment, and materials.
- Supports children's independence, problem solving skills, initiative, and concentration.
- Assist in curriculum lesson planning, assist in developing/preparing learning materials. Assist with all assessments.
- Conducts observations and inputting of observations into online system.
- Assist with all screenings.
- Assist in maintaining complete and accurate records (family files, reports, assessment reports, outcome reports, etc. and other related duties, 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.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Teacher Aide II: Graduation from High School plus minimum of 24 college credits.
- Teacher Aide III: Graduation from a U.S. Accredited University with an Associate's Degree or minimum of 60 college credits.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Record Keeping Skills | Filing & Document Management
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to adapt to changing situations.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at the PSS.
- 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 ASSSOCIATION 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: Non-Exempt	Salary Grade/Step: II/III / 01-12	Duty Station/Location: Saipan