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: Substitute Teacher Aide

EXAMINATION ANNOUNCEMENT NO: **PSS-2026-047**
OPENING DATE: **September 01, 2026** CLOSING DATE: **Until Filled**
SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **$75 Per Day**
LOCATION: **Kagman Elementary School - Special Education 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.

DUTIES & RESPONSIBILITIES:

- Works in the classroom assisting the classroom teacher with attendance, grades, checking student work, and providing tutoring.
- Assists with teaching materials preparation, classroom management, and upkeep of the classroom.
- Helps plan and works on activities involving the home-school-community relationship.
- Takes part in workshops and meetings involving student discipline, classroom management and home-school-community relations.
- Assists the classroom teacher with the classroom and textbook inventory at the beginning and ending of the school year.
- Assists with clerical duties as needed.
- Performs other related duties as assigned by the classroom teacher.

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.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from High School

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- 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) 237-3037/31.

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: Ungraded	Duty Station/Location: Saipan