



# HUMAN RESOURCE OFFICE DEPARTMENT OF EDUCATION

## ANNOUNCEMENT

*Announcement No. CSSS-014-2024*

**Position Title**

**MONITORING SPECIALIST**

**Salary Range:**

\$467.28 b/w

**Location:**

SPED Office

**Opening:** January 19, 2024

**Closing:** February 17, 2024

### **MINIMUM QUALIFICATIONS**

- Associate's degree in Education or related is required (BA degree preferred).
- Five years professional experience in Special Education Program required.
- Excellent verbal & written communication skills.
- Excellent organizational skills/time management skills; able to multi-task considering varied areas supported.
- Strong attention to detail; excellent proofreading skills.
- Proficient use of Microsoft Word, PowerPoint and Excel and database tools.

### **EDUCATION**

Applicants claiming degrees or credit hours are required to attach/submit a certified copy of documents - **if required** (high school diploma, AA/BA degree, course schedule, and certification).

### **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 and third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the CDOE Human Resources Office at (691) 330-3411 for more information.

### **HOW TO APPLY**

Employment applications can be picked-up at the CDOE Human Resources Office, filled out and returned with any supporting documents such as copy of school diploma, degree, resume', health certificate, driver's license, police clearance, etc.