



HUMAN RESOURCE OFFICE DEPARTMENT OF EDUCATION

ANNOUNCEMENT

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) 330-3410 or via email at hr@chuuk.doe.fm for more information.

1. Classroom Teacher

Qualifications

An associate's degree in Education or related field is required.

Salary may range from **\$11,378.43** to **\$21,718.52 per annum** depending on experience and qualifications.

Essential Duties & Responsibilities include: teach elementary children from grade 1 through the 8th grade and 9th through 12th grade. Teach a wide range of subjects such as English, Mathematics, Reading, oral English and other elementary subjects to pupils of the first through eighth grades. Teach high school students subjects such as chemistry, algebra, geometry, agriculture, English, physics, biology and history. Help children develop the most basic to complex skills, solve problems and understand concepts through the use of books, computers, artwork, music, games and demonstrations. Identify the learning needs of individual children. Assign and grade homework and class work. Communicate with parents and the school's management on the progress of the children. Prepare course outline and objectives. Enforce school policies. Maintain student records, such as enrollment, attendance and student evaluations. Submit reports as required. Serve as a mentor and role model to students.

2. Language Arts Specialist

3. Science Specialist

4. Social Study Specialist

Qualifications

Bachelor's degree in Education, in Training and Development, or a related field; higher degree preferred. Proven experience in designing and developing training programs including lesson plans, materials and assessments; strong presentation and facilitation skills, with the ability to engage participants and deliver training in a variety of formats.

Salary may range from **\$14,605.76** to **\$25,084.80 per annum** depending on experience and qualifications.

Essential Duties & Responsibilities collaborate with teachers through co-planning, co-teaching and coaching. Assist administrative and instructional staff interpret data and design approaches to improve

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student achievement and instruction. Ensure school curriculum is aligned with state and national standards. Promote teacher's delivery and understanding of the school curriculum through collaborative long-range and short-range planning. Facilitate teachers' use of successful, research-based instructional strategies, including differentiated instruction for diverse learners. Work with parent/guardian and community leaders to foster continuing home/school/community partnerships, focused on students learning of the content area.

5. Education Information Specialist (EIS)

Qualifications

An associate's degree in journalism, public relations, communications or related field is required. At least two years working experience; Proficient in media technology and software; strong communication skills.

Salary \$11,375.52 per annum or higher depending on experience and qualifications.

Essential Duties & Responsibilities assist the department and division leadership in developing and operating media services, planning and implementing a public relations/communications program. Work with department leadership and staff on the selection and usage of media resources to support internal and external communications and relations. Receive, clarify, develop and produce media and/or public communication pieces as requested by the Board of Education, Department leadership and staff. Schedule, distribute, and operate audiovisual/computer equipment from internal and external sources. Perform photography on behalf of the Department as requested, including digital imaging, video recording and other multimedia services. Participates in educational technology inventory and control procedures, arranges repairs as needed for equipment used in specialty areas and performs routine maintenance when feasible. Assist in monitoring Department workflow, resource commitments, and supply status. Participate in planning, professional development, and collaborative activities of the Division and the Information Systems Unit.

6. Division Secretary

Qualifications

A high school diploma, and 2 years clerical work experience is required. Strong communication skills, organizational skills, and proficiency in office software; Ability to multitask and work independently.

Salary: \$8,330.19 per annum.

Essential Duties & Responsibilities perform a wide variety of responsible secretarial and clerical work to relieve the Chief of appropriate administrative and clerical details; Compile information and prepare and maintain a wide variety of data, records, and reports according to established procedures and timelines. Maintain Division records, documents, and files to ensure effectiveness and efficiency. Maintain confidentiality of sensitive or privileged information. Initiate and answer telephone calls; take and relay messages; Assist with the maintenance of Division expenditures, account balances. Initiate purchase requisition and budget transfers. Prepare routine correspondence, reports, memoranda, minutes, agendas, forms, and other materials from straight copy, rough drafts, or oral instructions. Record and prepare Division time sheets. Schedule meetings and appointments; reserve facilities and duplicate related materials, as needed. Order various office forms, supplies and equipment as necessary; assure appropriate levels of inventory. Train and provide a work direction to others, as assigned. Attend and participate in a variety of in-service training and meetings. Perform other duties as assigned.

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7. Data Clerk (Payroll)

Qualifications

A high school diploma; have at least taken Bookkeeping courses or trainings. Experience in a payroll department is preferred. Good communication and math skills; attention to detail; problem solving skills; adaptability; teamwork skills.

Salary \$6,792.03 per annum.

Essential Duties & Responsibilities prepare payroll reports and perform necessary calculations; identify discrepancies, correct as necessary; notify supervisor. Verify time cards; post to ledger from the time cards. Compute gross salary and overtime earnings; assure charges to proper budget accounts; enter data to update computer payroll data system. Prepare individual pay warrants and segregate for distribution. Maintain records of individual earnings, deductions, sick leave, vacation, and personal leave allowances used. Operate a variety of office equipment including a calculator, computer, and assigned software. Compute payroll costs for budget purposes. Perform other related duties, as assigned.

8. Facilities, Maintenance, & Transportation Coordinator

Qualifications

Bachelor's degree in Business Management or related field is required. At least 5 years relative work experience in facility and maintenance operations including warehousing and transportation. Management experience in a school district in maintenance and operations or transportation is desirable.

Salary \$20,446.40 per annum higher salary will be contingent upon experience and qualifications.

Essential Duties & Responsibilities plan, organize, control, and direct department-wide maintenance, operations, security, transportation services, and warehouse operations. Establish standards for proper cleanliness, safety, and building maintenance/repair; grounds maintenance; transportation and warehouse operations. Assist in resolving operational problems and conflicts. Communicate with department and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance and operations services. Schedule, assign, and inspect work; analyze staffing requirements and make recommendations; Meet schedules and timelines. Analyze, modify, and modernize work methods and procedures to increase efficiency and cost-effectiveness. Develop and implement short-and long-range plans and programs related to facilities maintenance; interpret technical data related to large-scale maintenance and operations projects; estimate costs for labor and materials; prepare bid specifications. Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste, and asbestos management; monitor an ongoing safety program. Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select, and approve the purchasing of equipment and supplies within established limitations. Attend, chair, and conduct a variety of technical meetings and conferences related to assigned functions, when required. Assure the preparation and maintenance of required records, reports, files, and lists as appropriate; assure compliance with local, State and federal laws, rules, and regulations, as required. Prepare comprehensive narrative and statistical reports. Supervise and evaluate the performance of assigned personnel.