



HUMAN RESOURCE OFFICE DEPARTMENT OF EDUCATION

To prepare every student in Chuuk by providing opportunities to develop academic, career, cultural life, skills and character necessary to succeed in life in partnership with families, churches and communities.

ANNOUNCEMENT

Announcement No.CSSS-029-2025

Position Title

DEPUTY DIRECTOR
of Chuuk State Department of Education

Salary & Benefits:

\$32,000.00 per annum.

Health Insurance: Chuuk Health Care Plan (mandatory)

Expatriation & Repatriation: (available for eligible candidates)

Opening Date: September 1, 2025

Closing Date: September 30, 2025

MINIMUM QUALIFICATIONS

1. BA degree in Education *or* related field is required (*a higher degree in Education is preferred*).
2. Ten years of responsible education experience
3. Five years of education administration required
4. Five years of teaching experience is required

DUTIES AND RESPONSIBILITIES

- Promote the mission, vision, values, and goals of the Department.
- Develop and maintain a working relationship with the Board of Education, Legislature, the Governor, and other Chuuk State department heads.
- Provide advice and counsel to the Director on matters pertaining to the Department, as necessary, to achieve efficient and effective operations.
- Prepare and present reports to the Board of Education on department goals, objectives, and accomplishments; strategic planning; major developments concerning curriculum, instruction practices, and personnel developments; budgetary projections and status reports, as requested.
- Assist with planning, development, and implementation of Board policies, administrative regulations, and strategies for achieving goals and objectives of the Department.
- Assist with the selection of Department-wide programs and definition of Department policies.
- Assist with the collection of data, preparation of reports, and conduct surveys essential to meeting the needs and objectives of the Department.
- Assist with implementation of the systemic evaluation of progress toward established Department goals.
- Provide positive leadership and guidance to division Chiefs and Regional Office Associate Directors.

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- Attend professional seminars, workshops, and meetings to maintain an understanding of current and emerging national and local education issues and solution.
- Serve as a mentor and a role model to other teaching professionals.
- Perform other related duties, as assigned by the Director.

HOW TO APPLY

Employment applications are available at the DOE Personnel Office. Applicants must submit application or resume to: hr@chuuk.doe.fm

Applicants claiming degrees or credit hours are required to attach/submit a certified copy of documents.

EMPLOYMENT OPPORTUNITY

The Department of Education, Chuuk State School System wishes to establish a list of eligible candidates for the position of Director of Education. 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 for more information.