

Board



# HUMAN RESOURCES OFFICE

## CHUUK DEPARTMENT OF EDUCATION

"CHUUK DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER"

### 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 or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-001-2015**

Opening Date: 19 January 2015

Closing Date: 19 February 2015

Position Title: Deputy Director of Education  
Grade/Step: Ungraded  
Salary: \$24,000.00 per annum

Location: Department of Education  
Weno, Chuuk State

Position supervised by: Director of Education

**SUMMARY:**

The Deputy Director of Education assists the Director of Education in the leadership and management of the Department of Education, including the supervision of personnel, programs and functions, goal setting, communication, and decision-making. Functions as an effective member of the Director's leadership team.

**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 department heads.
- Provide advice and counsel to the Director on all matters pertaining to the Department, as necessary, to achieve efficient and effective operations.
- Prepare and present reports to the Board of Education on departmental 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 systematic evaluation of progress toward established Department goals.
- Provide positive leadership and guidance to Division Chiefs and Regional

	<p>Office Associate Directors.</p> <ul style="list-style-type: none"> <li>• Attend professional seminars, workshops, and meetings to maintain an understanding of current and emerging national and local education issues and solutions.</li> <li>• Serve as a mentor and role model to other teaching professionals.</li> <li>• Perform other related duties, as assigned by the Director.</li> </ul>
<p><b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Substantial knowledge of current principles, practices and trends in public schools.</li> <li>• Substantial knowledge of school organization, operations, policies, goals, and objectives.</li> <li>• Knowledge of principles and practices of effective school leadership and management.</li> <li>• Knowledge of current applicable laws, codes, regulations, policies and procedure.</li> <li>• Knowledge of organization management, planning, and evaluation strategies, techniques, and procedures; research and development strategies, processes and techniques.</li> <li>• Knowledge of conflict resolution strategies, processes, and team management building methods and techniques.</li> <li>• Excellent written and oral communication skills and interpersonal skills.</li> <li>• Able to build positive working relationships with various community leaders and organizations.</li> <li>• Able to supervise all programs within the Department.</li> <li>• Demonstrated leadership, management, and time management skills.</li> </ul>
<p><b>EDUCATION AND EXPERIENCE:</b></p>	<ul style="list-style-type: none"> <li>• Minimum of Bachelor's degree in Education or related field is required.</li> <li>• Master's or higher degree in education or related field is preferred.</li> <li>• Minimum of ten years of responsible education experience.</li> <li>• Five years of education administration experience is required.</li> <li>• Five years of teaching experience is required.</li> </ul>
<p><b>POSITION REQUIREMENTS:</b></p>	<ul style="list-style-type: none"> <li>• Maintain professional appearance and conduct.</li> <li>• Consistently exercise professional judgment, including work habits, regular and timely attendance.</li> <li>• Able to work in an office, school, and field environment.</li> <li>• Physical demands: <ul style="list-style-type: none"> <li>○ Ability to travel between and among the schools.</li> <li>○ Dexterity of hands and fingers to operate a computer keyboard.</li> <li>○ Seeing to read a variety of reports and documents.</li> <li>○ Sitting for extended periods of time.</li> <li>○ Hearing and speaking to exchange information.</li> </ul> </li> </ul>
<p><b>MATERIAL AND EQUIPMENT USED:</b></p>	<ul style="list-style-type: none"> <li>• Personal computer.</li> <li>• General office equipment such as telephones, fax, and copy machines.</li> <li>• Word processing software including Word, PowerPoint, Excel, and additional special software required for position.</li> </ul>

**TO APPLY:**

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office  
Department of Education  
Weno, Chuuk FM 96942  
(691) 330-5430/6730  
hr@chuukschools.org