



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

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 or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-021-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Performance Management, Research and Evaluation Specialist
Grade/Step: PL 19 - 24
Salary: \$6,248.32 to \$8,199.36 p/a

Location: Division of Planning and Development
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Planning and Development

SUMMARY:	The Performance Management, Research and Evaluation Specialist is responsible for planning, evaluating and managing comprehensive research and development programs in support of instructional and other programs of the Department. The position ensures that research and development projects are efficiently implemented and effectively support the Department's goals and objectives. Responsible for: evaluating educational programs; designing research projects; instrument development, consulting, surveying, and analyzing data; preparing reports; and ensuring evaluations meet national standards. Functions as an effective member of the Division.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Conduct evaluations of educational programs, projects, and materials. • Ensure that all evaluations meet acceptable standards of practice for educational evaluation. • In consultation with the division chief, develop comprehensive, continuing programs for research and development planning, evaluation, and management reporting in support of the Department strategic plans and supporting activities. • Coordinate research, planning and evaluation projects with other departments, schools, and external agencies. • Make recommendations and approve proposed research to be conducted in the school system. • Assist with preparing needs assessment analysis and designing the evaluation components for school division grants and projects. • Assist with developing and distributing client specific surveys. • Collect, compile, and analyze data to evaluate programs and prepare evaluation reports. • Develop conclusions to provide accurate support for both formal and ad hoc presentation, papers, and discussions. • Construct the analysis component for database development; serve as a member of a database development team; and program and design customized statistical reports and databases. • Compile and prepare the annual NNPS Demographic and Student Achievement Profiles book. • Serve on cross-functional workgroups and as a member of the Research Authorization Committee. • Provide technical assistance and training to end users in the proper use of applications. • Provide staff development workshops on research and evaluation, as requested. • Assist with state-mandated testing programs. • Model nondiscriminatory practices in all activities. • Perform other related duties, as assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Strong knowledge of social science research and evaluation methodology, statistics, and data processing. • Knowledge of data processing software. • Ability to explain testing and statistics to administrators, teachers, and parents. • Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training. • Ability to establish and maintain effective working relationships with school administrators, the Board of Education, and the general public. • Knowledge of quality management, systems thinking, and strategic planning are highly desirable.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor's degree in a social science or related area such as education, psychology, evaluation, research, sociology, or psychometrics is required. • Master's degree or higher preferred. • Two years of experience as a principal investigator in research or evaluation projects is required. • Experience using SPSS, spreadsheets, and relational database systems are highly desirable. • Thorough knowledge of the principles, practices, and procedures of program evaluation. • Comprehensive knowledge of research methodology. • Perform other related duties as assigned.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office, school, and field environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

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
augustinetakashy@gmail.com