



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-027-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Curriculum, Instruction and Assessment Coordinator
Grade/Step: PL 29 - 30
Salary: \$11,375.52 to \$12,149.28 p/a

Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, School Support

SUMMARY	The Teaching and Learning Coordinator is responsible for assuring that effective instruction takes place in all schools and classrooms, and that a high level of student learning is evident across the education system. Oversees and implements policies and other actions delegated by the Chief of School Support and ensures that the unit functions within budget and provides consistently quality services to the schools and school personnel. Develops plans and makes recommendations to the Chief of School Support on long-range priorities for curriculum, the selection of instructional strategies, and expected student outcomes in K-12 classrooms, early childhood programs, and career and technical initiatives. Functions as an effective member of the Division's leadership team.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Keep the Chief of School Support informed of unit objectives, progress, plans, personnel function and performance, regulations, budget, and plans for effectively and efficiently serving the schools and, ultimately, students. • Develop and recommend teaching and learning programs and services that support the priorities of the Department. • Assure effective communication regarding teaching and learning issues within the Department and with school leadership and teachers. • Develop and implement a comprehensive education program, sufficient to meet the needs of all students attending public schools in the State. • Initiate procurement of school supplies and materials. • Recommend the appointment, discipline, or termination of employment of subordinate employees. • Oversee and provide leadership for all efforts in curriculum implementation. • Prepare reports and statistics regarding program activities. • Prepare and manage the annual budget for curriculum, instruction, and assessment. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the approved budget. • Act on own discretion if emergency action is necessary in any matter not covered by divisional policy, report such action to the Chief as soon as practicable. • Work closely with principals and teachers to monitor students' progress in academic skills and attendance. • Facilitate related trainings and workshops for principals, teachers, and staff. • Visit schools in the State to evaluate school performance; conduct a continuous evaluation of education programs and report findings to the Chief of School Support. • Hold meetings of principals, teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools. • Work closely with the Student Programs and Services Coordinator, School Management Coordinator, Special Education Coordinator, and the Training and Development Specialist to ensure students receive the best possible education they deserve. • Assist in the development and implementation and/or revision of curriculum framework and programs for the elementary and secondary schools. • Supervise and evaluate the performance of assigned personnel. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> - Extensive knowledge of education theory, practice, curriculum design, and teaching techniques.

	<ul style="list-style-type: none"> - Keep abreast of current developments in education theory, methods, and instructional practice. - Working knowledge and understanding of curriculum standards, benchmarks, and student learning objectives. - Good understanding of School Improvement Plans. - Good knowledge of the local culture of Chuuk State. - Excellent leadership, organizational, management, and problem solving skills. - Excellent verbal and written English skills. - Ability to use data to guide decision making.
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> • Bachelor's degree in Education Administration, Business Administration, or related field is required. • Minimum of five years of responsible work experience in teaching, including a minimum of two years of supervisory experience is required.
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 and school 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. ○ Physically capable of travelling by small ocean vessel/boat and small airplanes. ○ Physically capable of walking long distances and climbing heights.
MATERIALS 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