



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-028-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: School Management, Capacity Building and Scholarship Coordinator
Grade/Step: PL 26 - 28
Salary: \$9,343.36 to \$10,651.68 p/a
Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Division of School Support

SUMMARY:	The School Management, Capacity Building and Scholarship Coordinator provides leadership for the ongoing support of (a) school principals, teachers, and the communities served by the schools, (b) school accreditation, and (c) the high school boarding program. Ensures all schools are effectively and efficiently managed, providing a quality teaching and learning experience, supporting the meaningful involvement of parents, and responsive to the members of the community. Functions as an effective member of the Division leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Provide leadership for and management of school leadership specialists who provide direct support to the school principals to help ensure effective instructional leadership at all schools.• Work collaboratively with principals to assure they understand their leadership roles as managers of the schools.• Provide leadership for and management of school teacher specialists who

	<p>provide direct support to the teachers at each school to help ensure effective teaching and learning are taking place on a consistent basis.</p> <ul style="list-style-type: none"> • Work collaboratively with the principals to create and develop programs for students and teachers that lead to improved attendance and test results, and recognize best performance. • Provide leadership for and management of the high school board program to ensure it is meeting the needs of all student boarders. • Provide leadership for and management of the school accreditation effort to ensure all schools become accredited as scheduled. • Provide leadership for and management of community development specialists who help ensure the meaningful involvement of all communities, especially parents. • Develop programs that encourage parent involvement with their schools and to help parents understand the educational system as it provides for the learning needs of their children. • Coordinate with the Professional Development Coordinator to eliminate duplication of efforts to support schools, principals, teachers, and communities to effectively serve children and their educational needs. • Conduct ongoing assessments of school improvement efforts, needs, and services, including accreditation monitoring and reporting. • Provide training for principals, teachers, and parents to update school's SIP on a regular basis. • Work collaboratively with the Maintenance, Operations, and Transportation Officer and principals to ensure schools are maintained and repaired on a regular basis. • 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 and understanding of policies and procedures applicable to school management, including the accreditation of schools. • Strong written and oral communication skills. • Excellent interpersonal and problem solving skills. • Strong skills and interest in computer technology, database, website management, word processing, spreadsheets, video conferencing, and other computer programs as needed. • Extensive knowledge of principles and practices of organization, planning, records management, and general administration. • Ability to manage multiple tasks. • Ability to work independently.

	<ul style="list-style-type: none"> • Ability to travel throughout the State to visit schools and lead work sessions.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor's degree in Education Management, Education Leadership, or a related field required. Is required • Master's degree in these fields is preferred. • Minimum of five years of management experience in education or related areas is required. • A minimum of two years of teaching experience and/or 2 years of experience as a school principal is required. • A minimum of 2 years of experience with parent and community involvement 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. • Ability to work in 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