



# DOE HUMAN RESOURCES OFFICE

## CHUUK STATE SCHOOLS SYSTEM

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### 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-030-2014**

**Opening Date:** 23 June 2014

**Closing Date:** 23 July 2014

**Position/Title:** Curriculum, Instruction and Assessment Content Specialist (Language Arts)  
**Grade/Step:** PL 19 - 25  
**Salary:** \$6,248.32 to \$8,752.64 p/a  
  
**Location:** Division of School Support  
Department of Education  
Weno, Chuuk State

**Position Supervised by:** Curriculum, Instruction and Assessment Coordinator

<b>SUMMARY:</b>	The Curriculum, Instruction and Assessment Content Specialist (Language Arts) works cooperatively with administration and teachers in supporting effective teaching for the betterment of students. The Content Specialist has a strong preparation and background in his/her content, instructional strategies, and school leadership. The Content Specialist is an excellent teacher who can support the professional growth of colleagues, promoting enhanced instruction and student learning, strengthening classroom teachers' understanding of the content, and helping teachers develop more effective teaching practices that allow all students to reach high standards. Functions as an effective member of the Division.
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Collaborate with individual teachers through co-planning, co-teaching, and coaching.</li><li>• Assist administrative and instructional staff in interpreting data and designing approaches to improve student achievement and instruction.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure that the school curriculum is aligned with state and national standards and their school's content curriculum.</li> <li>• Promote teachers' delivery and understanding of the school curriculum through collaborative long-range and short-range planning.</li> <li>• Facilitate teachers' use of successful, research-based instructional strategies, including differentiated instruction for diverse learners.</li> <li>• Work with parent/guardians and community leaders to foster continuing home/school/community partnerships, focused on students' learning of the content area.</li> <li>• Collaborate with administrators to provide leadership and vision for a school-wide mathematics program.</li> <li>• Perform other related duties, as assigned.</li> </ul>
<b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of his/her content area.</li> <li>• Effective teaching skills, particularly in the content area.</li> <li>• Excellent planning, problem-solving, and organizational skills.</li> <li>• Effective listening and communication skills.</li> <li>• Excellent meeting and training facilitation skills.</li> <li>• Ability to guide and mentor staff.</li> <li>• Extensive knowledge of instructional techniques and training methods.</li> <li>• Ability to prepare and maintain accurate records of professional development offered, required, and completed.</li> </ul>
<b>EDUCATION AND EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Associate degree is required.</li> <li>• Bachelor's Degree in Education, the appropriate content area or a related field is preferred.</li> <li>• Minimum of five years of successful classroom experience; more successful experience is preferred.</li> <li>• Minimum of two years of content specialist experience; more successful experience is preferred.</li> <li>• Successful experience as a trainer or professional development provider; more successful experience is preferred.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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 and school environment.</li> <li>• Physical demands: <ul style="list-style-type: none"> <li>○ Dexterity of hands and fingers to operate a computer keyboard.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <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>
<b>MATERIALS AND EQUIPMENT USED:</b>	<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 the 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  
augustinetakashy@gmail.com