



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-033-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: **Adult Education Specialist**
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

SUMMARY:	The Adult Education Specialist provides leadership for and recommends, plans, coordinates, implements, and evaluates the adult and vocational program curriculum and project plan of secondary schools, in conjunction with the other programs, vocational specialists, and other related programs. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Oversee the overall daily operations of the adult and vocational program along with the GED and dropout program activities.• Implement the approved program activities.• Monitor programs, activities, and service to ensure compliance with program regulations and policies.• Prepare and submit all required quarterly and annual expenditures and evaluation reports.

	<ul style="list-style-type: none"> • Participate in off-island and in-state conferences related to the adult and vocational education program and other necessary meeting/conference related to the program. • Disseminate information to vocational teachers and other interested persons. • Ensure program guidelines, application materials, and relevant information is easily accessible to staff, parents, and students. • Provide supplementary vocational instructional resources and support to the secondary schools. • Maintain close working relationship with school principals, teachers, program staff, and other education personnel. • Participate in staff meeting, seminars, and workshops, as requested. • Collaborate and interact with members of the Chuuk State business community and other governmental departments to achieve program goals. • Conduct site visits to encourage and check the program of the project at the schools. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • In-depth knowledge of adult education, vocational education, GED programs, and dropout programs. • Effective teaching skills, particularly in the related areas. • Excellent planning, problem-solving, and organizational skills. • Effective listening and communication skills. • Excellent meeting and training facilitation skills. • Ability to guide and mentor staff. • Extensive knowledge of instructional techniques and training methods. • Ability to prepare and maintain accurate records of professional development offered, required, and completed.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of an Associate degree is required. • Bachelor's Degree in education, adult education, vocational education or a related field is preferred. • Minimum of five years of successful classroom experience; more successful experience is preferred. • Minimum of two years of content specialist experience; more successful experience is preferred. • Successful experience as a trainer or professional development provider; more successful experience is preferred.

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.
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