



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-036-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Accreditation 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: School Management, Capacity Building and Scholarship Coordinator

SUMMARY:	The Accreditation Specialist provides leadership for and oversight and implementation of all aspects of the process, attainment, and maintenance of the accreditation of the Chuuk State Department of Education schools. Functions as an effective member of the Division leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Help maintain positive professional relations between the department and each school to be accredited or to renew accreditation.• Provide communication and support, as needed, to schools going through the accreditation process.• Work with the division chief in assigning, managing, and supporting accreditation committees.• Prepare accreditation documents and materials, both print and digital.

	<ul style="list-style-type: none"> • Track and critique self-study and five-year reports and provide feedback to committee chairs. • Assist the Division Chief with logistics of mentor sessions, chair workshops, and visitation from the accrediting team. • Coordinate accreditation efforts with state and national groups and appropriate individuals. • Track follow-up visits and reports, keeping the Division Chief and Director of Education apprised about which schools are involved and the individual circumstances of each. • Attend meetings related to accreditation, as requested. • Support and/or inform professional development activities by evaluating member school needs articulated in visiting committee reports. • Conduct research, compile data, and prepare papers for consideration by the national accreditation agency. • Ensure all accreditation reports and correspondence have been appropriately archived and secured. • Maintain calendars and timelines for the accreditation of all schools. • Maintain accreditation information applicable databases or other software, as appropriate. • Perform other duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Strong written and oral communication and editing skills. • Self-starter and independent worker with strong 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. • Strong interpersonal skills. • Willingness to travel throughout the state in various school visitations and work sessions.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of an Associate degree in education or a related field is required. • Bachelor's degree or higher is preferred. • At least two years of successful teaching experience is required. • Additional successful experience is preferred. • Experience in serving on an accreditation team 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, 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. ○ Physically capable of travelling by small ocean vessel/boat and small airplanes. ○ Physically capable of walking long distances and climbing heights.
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, Excel, and additional special software required for 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