



**PERSONNEL SERVICES DIVISION
GUAM DEPARTMENT OF EDUCATION**

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October 26, 2009

An Equal Opportunity Employer

**A N N O U N C E M E N T
PSD-004-2010**

The Guam Department of Education wishes to announce **OPEN/COMPETITIVE and PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

PROGRAM COORDINATOR IV (2.123)

OPENING DATE: October 26, 2009 **CLOSING DATE:** November 9, 2009

SALARY: Pay Grade **N**
Open: Step 1-10, \$31,064.00 - \$46,596.00 Per Annum
Promotional: Step 1-20, \$31,064.00 - \$65,728.00 Per Annum

DUTY: Twelve (12) Months

LOCATION: DIVISION OF SPECIAL EDUCATION
Federally Funded

MINIMUM EXPERIENCE AND TRAINING:

- (A) Four (4) years of professional experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR:

Must have knowledge and demonstrated experience of the program services for children with serious emotional disturbance and preferred certified trainer of seclusion and restraint techniques and crisis intervention.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

PROHIBITION: Pursuant to **P.L. No. 28-98**, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of federally funded programs.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)*

Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids.

Directs the development and preparation of comprehensive plans and annual work program.

Provides consultation and technical assistance of program staff.

Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program.

Establishes program priorities and determine the most effective distribution of available federal funds; approves, rejects or modifies subgrantee applications.

Confers with public officials and others to achieve the fullest utilization of federal grants and aids.

Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirements or needs.

Reviews and analyzes budget requests for federal funding submitted by departments and agencies.

Directs various phases of research and statistical activities in support of the programs.

Assesses staff training and technical assistance needs according to short and long range goals.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills on federal grants and aid programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid programs.

Ability to administer the programs and activities of federally funded programs.

Ability of evaluate operational effectiveness, implement changes in program functions to improve effectiveness.

Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Department of Education are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Department of Education, Personnel Rules and Regulations, all applicants selected for appointment in the Guam Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Superior Court of Guam Clearances before commencement of employment.

APPLICATION DEADLINE:

Applications shall be submitted to the GDOE Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays, **until Monday, November 9, 2009.** Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a GDOE "Application for Employment" form to the **GUAM DEPARTMENT OF EDUCATION, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Department of Education's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.



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