PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM

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Superintendent of Education

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April 8, 2009

An Equal Opportunity Employer

ANNOUNCEMENT

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

SCHOOL PRINCIPAL – SECONDARY (3.446)

LEVELS	JOB ANNOUNCEMENT NO.
MIDDLE SCHOOL	PSD-023-2009
HIGH SCHOOL	PSD-024-2009

OPENING DATE: April 8, 2009 **CLOSING DATE:** CONTINUOUS

REGULAR SALARY:

Pay Grade Q – MIDDLE SCHOOL
Open: Step 5-10, $57,507.00 - $69,002.00 Per Annum
Promotional: Step 5-20, $57,507.00 - $97,334.00 Per Annum
Pay Grade R – HIGH SCHOOL
Open: Step 5-10, $63,045.00 - $75,655.00 Per Annum
Promotional: Step 5-20, $63,045.00 - $106,719.00 Per Annum

INCENTIVE SALARY (Recruitment Difficulty and Retention):

Pay Grade QT (NPS – 14%) – MIDDLE SCHOOL
Open: Step 5-10, $60,274.00 - $72,328.00 Per Annum
Promotional: Step 5-20, $60,274.00 - $102,027.00 Per Annum
Pay Grade RT (NPS – 14%) – HIGH SCHOOL
Open: Step 5-10, $66,208.00 - $79,449.00 Per Annum
Promotional: Step 5-20, $66,208.00 - $112,070.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

(A) Two (2) years of supervisory experience in the field of education and three (3) years of professional teaching experience at the appropriate level; and graduation from a recognized college or university with a Master's degree in school administration and supervision, including graduate courses in school administration and supervision, curriculum development, school law, school finance and school personnel administration; or
(B) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY REQUIREMENTS:

Applicants shall be required to meet the Guam Certification requirement in Administration and Supervision pursuant to Board Policy No. 1000.41.

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.

NATURE OF WORK IN THIS CLASS:

This is professional and administrative work in administering a school.

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

Administers the execution of instructional programs and activities.

Observes and evaluates teachers and other staff for improvement of their teaching methods and techniques.

Promotes and encourages the involvement of faculty, support staff, and pupils in extra-curricular activities.

Maintains school discipline.

Stimulates school-community relationships through contacts with community leaders and parent groups.

Conducts meetings with faculty, support staff, and pupils.

Attends meetings related to the administration of the school.

Submits recommendations for the school's annual budget and prepares periodic reports.

Controls non-appropriated funds and supervises the expenditure of such funds.

Performs related duties assigned as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of school administration, including finance and personnel administration.

Knowledge of curriculum and instructional technologies.

Ability to administer programs of a school.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, policies, rules and regulations and other program guidelines.

Ability to maintain school discipline.

Ability to prepare budget and required reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

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 Public School System, 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 Public School System 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 Public School System 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 Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, 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 Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

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

APPLICATION SUBMISSION:

Interested applicants must submit a **GPSS "Application for Employment"** form to the **GUAM PUBLIC SCHOOL SYSTEM, 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 Public School System's website at www.gdoe.net**

FOR FURTHER INFORMATION:

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

ANTONETTE MUNA SANTOS,
Assistant Administrator
Personnel Services Division

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