



Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 237-6855/6856/6857
Fax: (670) 235-3696
Website: <http://www.marianas.edu>

VACANCY ANNOUNCEMENT

Announcement No. 18-027

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

POSITION TITLE:	Director, School of Education
Department:	School of Education
Pay Level & Step:	37/01-02
Annual Salary:	\$54,053.90 - \$55,945.79
Location:	As Terlaje Campus, Saipan
Opening Date: July 19, 2018	Closing Date: July 30, 2018 or Until Filled

Subject to availability of funds

Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

Nature of the Position:

The position is a Non-Instructional Faculty (12-month) contract. The position reports directly to the Dean of Learning & Student Success and is charged with the responsibility of assisting the college fulfill its educational mission by managing all aspects of the School of Education (SOE) and providing instruction in various education courses.

Vacancy Announcement 18-027

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).
Revised 02/02/2018

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides leadership and guidance to ensure proper implementation of all PROA activities.
- Teaches twelve (12) credits per academic year.
- Assists the Dean of Learning & Student Success (LSS) in establishing long-term and short-term School of Education (SOE) strategic goals and objectives;
- Acts as principal advisor to the Dean of LSS on all matters related to the management and instructional operations of the SOE;
- Leads faculty and staff in program/curriculum evaluation, improvement, and development; establishes priorities; develops multi-year instructional plans; and participates in strategic and long range instructional planning for the SOE;
- Ensures the development, implementation, and continuous improvement of an Academic Master Plan for the School of Education.
- Ensures that programs are evaluated and needs assessment are conducted regularly;
- Manages and provide quality assurance for all aspects of instruction within the SOE;
- Acts as contact for outside agencies and institutions coordinating with the Teacher Preparation Program (TPP) and both private and public entities;
- Facilitates the writing of course guides, catalogs, handbooks, and related documentation for the SOE;
- Maintains, academic, personnel, and other records for the SOE;
- Monitors financial expenditures for the SOE and requests budget revisions as needed; Provides program reports, budget input, and other information to the Dean of LSS;
- Provides department course schedules to the Dean of LSS for review, approval, and coordination with overall program and institutional needs;
- Compiles and submits departmental book orders for courses;
- Ensures that SOE facilities, equipment, and materials are properly used and adequately maintained;
- Coordinates all professional development activities for the SOE;
- Coordinates and supervises all SOE personnel;
- Recruits, reviews, and certifies adjunct faculty to teach education courses;
- Makes hiring and other full-time personnel recommendations to the Dean of LSS and the Human Resources Office;
- Provides new personnel, including adjunct faculty, with orientation to the SOE and assigns a mentor as needed;
- Solicits feedback from the SOE faculty and staff regarding the director's job performance and uses such information for personal improvement and professional growth;
- Oversees the Action and Professional Development Plan for faculty and staff of the SOE;
- Conducts classroom observations, and completes full time faculty and adjunct faculty evaluations and utilizes information to make sound decisions on personnel management and performance improvement plans.
- Serves as representative to Academic Council and other college and community committees as required;
- Maintains communication and cooperation among the SOE and Curriculum Resource Center (CRC) program personnel;
- Provides effective phone etiquette and customer service skills.
- Perform duties as assigned.

Minimum Qualifications:

Masters Doctorate degree from a U.S. Department of Education recognized accredited institution in Education or Administration and Supervision, plus two years of experience in post-secondary teaching in education, and administration in post-secondary education. Plus at least two (2) years of experience in professional development, knowledge of and participation in accreditation, demonstrated work in curriculum development, and program review and assessment.

Preferred: Doctorate degree from a U.S. Department of Education recognized accredited institution in Education, Educational Leadership, or Administration and Supervision or a related field.

Vacancy Announcement 18-027

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

Desired skills include mediation, collaborative management, budget development and management, organizational processes, personnel supervision, and experience in post-secondary education accreditation,

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

Knowledge, Skills, and Abilities

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, and PowerPoint software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the School of Business, Learning & Student Success division and the college.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Work Environment:

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

Conditional Requirements:

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is not eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter.

*****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

Vacancy Announcement 18-027

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

Vacancy Announcement 18-027

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).