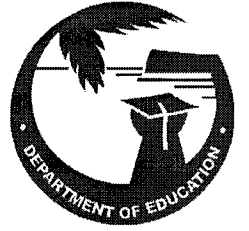




**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net



FRANCIS E. SANTOS
Acting Superintendent of Education

LEILANI M.F. KEONE
Personnel Services Administrator

January 4, 2023

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-034-2023

SCHOOL AIDE II (3.404)

OPENING DATE: January 4, 2023

CLOSING DATE: January 18, 2023

**SALARY: Pay Grade G – General Pay Plan (GPP)
Open: Step 1-10, \$24,729.00 - \$33,948.00 per annum
Promotional: Step 1-18, \$24,729.00 - \$43,585.00 per annum**

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: ANY SCHOOL/DIVISION

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience as a School Aide I or equivalent work and graduation from high school; or
- (B) Completion of 15 semester hours of college credits, including 6 semester hours in professional education;
or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

MINIMUM 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 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

Performs routine para-professional and clerical work in educational activities.

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.)

Prepares instructional aides, such as work cards, alphabet posters, work and picture games, time tables, flashcards.

Organizes recess time into directed games and activities.

Works with individual students or groups of students to reinforce lessons taught by the teacher.

Proctors, scores, and records tests, including achievement and diagnostic tests.

Operates educational equipment.

Takes over the class in the absence of the teacher until the substitute teacher arrives.

Locates reference or teaching materials, such as books, maps, charts; prepares bulletin board displays.

May monitor student discipline while embarking and disembarking the school buses, in hallways, cafeteria, playground or during assemblies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of basic principles and practices of educational psychology and human growth and development.

Ability to assist teachers in devising teaching aides and conducting learning exercises for students.

Ability to learn and critically analyze student behavior or situations and to implement an effective reasoned discipline program.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to learn and operate education equipment.

SUITABILITY DETERMINATION FORM (FORM A4):

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. **Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than three (3) months from the date of submitting your application.** In addition, please resubmit an updated Suitability Determination Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for Any School/Division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **Wednesday, January 18, 2023** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process.** Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determination employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirement of the position to be filled as well as final review and approval from the Superintendent.

Page 3 of 3
SCHOOL AIDE II (3.404)
ANY SCHOOL/DIVISION
JANUARY 4, 2023

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.


LEILANI MARIE F. KEONE,
Personnel Services Administrator

abc/zsi
