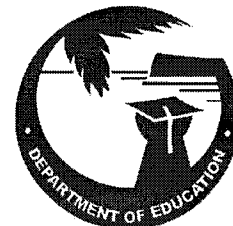




**DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
Barrigada, Guam 96913  
Tel: (671) 475-0496  
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**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-033-2023**

**HEAD START AIDE (3.410)**

**OPENING DATE: January 4, 2023**

**CLOSING DATE: January 18, 2023**

**SALARY: Pay Grade G – General Pay Plan (GPP)  
Open: Step 1, \$24,729.00 per annum**

**DUTY: Limited Term Full-Time Appointment**

**LOCATION: HEAD START PROGRAM**

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) One year experience as a volunteer or paid employee of a nursery school, Head Start or other similar environment and graduation from high school; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver's license may be required.

**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 para-professional tasks related to child development activities in guiding, directing and supervising pre-school children in the Head Start Program.

**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.)*

Develops and implements weekly/daily learning activities with teacher.

Prepares materials and sets up learning areas daily.

Assists in the enhancing of language development, motor and all other areas of developmental skills.

Assists teacher in large group activities.

Monitors individual or small group activities enhancing and reinforcing skills or concepts introduced by teachers.

Assists in administering, scoring and recording developmental/diagnostic assessments as directed by teacher.

Assists teacher in planning and implementing individualized educational programs for special needs children.

Operates instructional, audio-visual equipment.

Assists individual children in whatever and wherever needed: feeding, diapering, etc., until such time that they have developed self-help skills.

Makes home visits with teacher when/where needed.

Attends parent meetings.

Assists and supervises children at meal time.

Assists teacher in training classroom volunteers.

Takes full charge of the class during teacher's absence.

Cleans classroom when necessary.

Transports Head Start meals when necessary.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Ability to relate to children of pre-school age.

Ability to learn and apply basic child growth and development principles and practices.

Ability to implement appropriate lessons enhancing desired developmental skills.

Ability to communicate effectively, orally, and in writing.

Ability to work effectively with employees and the public.

Ability to be creative in art, music, story telling and dramatization of stories, nursery rhymes.

Skill in the safe operation of a motor vehicle may be required.

**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 limited term full-time position for the Head Start Program. 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 periods 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.**

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

  
LEILANI MARIE F. KEONE,  
Personnel Services Administrator

  
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