



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

500 Mariner Avenue
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www.gdoe.net



JON J.P. FERNANDEZ
Superintendent of Education

THIS SUPERSEDES PREVIOUS JOB ANNOUNCEMENT

ANTONETTE MUÑA SANTOS
Administrator

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

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-005-2019)

ON CALL SUBSTITUTE TEACHER I (3.480)*

OPENING DATE: Tuesday, October 09, 2018 CLOSING DATE: Wednesday, October 31, 2018

SALARY: Pay Grade F - 1, \$11.14 Per Hour (General Pay Plan (GPP))

DUTY: LIMITED TERM APPOINTMENT – PART TIME

LOCATION: ALL SCHOOLS

FUNDING: LOCAL OR FEDERAL

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING - Completion of High School or General Education Equivalency requirements. **Necessary Special Qualification:** Must attend training conducted by DOE prior to being placed in any classroom pursuant to P.L. 30-54. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.)

NATURE OF WORK: This is a very responsible position under the supervision of the School Principal. The position is mainly responsible for the instruction and supervision of students in the absence of the regular classroom teacher. (Examples of work: accounts for students; checks and reports student attendance; teaches lessons and conducts other classroom activities planned by the regular classroom teacher as written on the lesson plan; maintains classroom order and student discipline; prepares and submits report as necessary or as requested; performs other duties and responsibilities as assigned.) **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Ability to read and understand. Ability to write legibly. Ability to speak audibly. Ability to follow directions. Ability to give directions. Ability to supervise a group of students. Ability to report an incident both orally and in writing.

SPECIAL NOTE ON VACANT POSITIONS AND JOB LOCATION: Eligible applicants for this position may be considered for vacant local and/or federally funded positions as determined by DOE. If you wish to be considered for certain schools only, please identify the name of the school or schools on your job application (Form A1).

EMPLOYMENT BENEFITS: This is a temporary part-time position each school year. Continued good performance and recommendations may allow you to renew your employment each school year. This employment will allow you to earn government Retirement Service Credit and to enroll in the government's Group Health/Dental and Life Insurance programs each school year. The school year calendar runs from August to June (at least 180 school days). On-call Subs may work up to 30 hours a week in Elementary Schools and may work up to 35 hours a week in Secondary Schools. Elementary school hours are from 8:30 AM – 2:45 PM. Secondary school hours: Middle 8:30 AM - 3:30 PM; High 6:45 AM - 1:45 PM.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at www.gdoe.net**. 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, October 31, 2018** at the Human Resources Division Office Room 103 between the hours of 8:00 a.m. to 5:00 p.m., 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 determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements 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 come by and visit our office.


ANTONETTE MUÑA SANTOS,
Personnel Services Administrator