



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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JON J.P. FERNANDEZ
Superintendent of Education

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-048-2019)**

HEAD START AIDE (3.410)*

OPENING DATE: May 28, 2019 CLOSING DATE: June 10, 2019

SALARY: Pay Grade G - 1, \$11.89 Per Hour General Pay Plan (GPP)
DUTY: LIMITED TERM APPOINTMENT – PART TIME
LOCATION: HEAD START PROGRAM – FEDERALLY FUNDED
FUNDING: FEDERAL

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – One year experience as a volunteer or paid employee of a nursery school, Head Start or other similar environment and graduation from high school. 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. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.)

NATURE OF WORK: Performs para-professional tasks related to child development activities in guiding, directing and supervising pre-school children in the Head Start Program. (Examples of work: 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, storytelling and dramatization of stories, nursery rhymes. Skill in the safe operation of a motor vehicle may be required.

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). Head Start Aides may work up to 35 hours a week in Elementary Schools. Elementary school hours are from 8:30 AM – 2:45 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, Rm. 104, on or before the application deadline**. Applications with supporting documents will be accepted up until **June 10, 2019** at the Human Resources Division Office 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