



**DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
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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-010-2019)**

**SCHOOL AIDE III (3.405)\***

**OPENING DATE: December 10, 2018      CLOSING DATE: December 21, 2018**

**SALARY:      Pay Grade H – General Pay Plan (GPP)**

**Open:                      Step 1-10, \$26,520.00 - \$36,407.00 Per Annum**

**Promotional:          Step 1-18, \$26,520.00 - \$46,742.00 Per Annum**

**DUTY:              Probationary/Permanent Full-Time Appointment**

**LOCATION:        Any School**

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING** – One year of work experience as a School Aide II or equivalent work and graduation from high school; or 30 semester hours of college, including 12 semester hours in professional education; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.)

**NATURE OF WORK:** Performs complex para-professional work in educational activities. (Examples of work: Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher. Takes charge of the class for short periods of time when the teacher is called away or until the substitute teacher arrives. Tutors students in remedial lessons; provides programmed lessons for students identified for special programs. Provides special services for students with special needs which may include interpreting for the hearing impaired students. 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 the basic principles and practices of educational psychology and human growth and development. Knowledge of basic tutorial methods and practices involving the three learning domains: Cognitive, Affective, and Psychomotor. Ability to learn and apply pertinent education programs and guidelines. Ability to assist and take charge of classroom activities. Ability to learn and critically analyze student behavior and situation and to implement an effective reasoned disciplined program. Ability to operate education equipment. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Proficiency in Braille reading may be required for certain positions. Proficiency in sign language may be required for certain positions.

**EMPLOYMENT BENEFITS:** This is a permanent, full-time position for any school. 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 and 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 periods per year.

**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](http://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 **December 21, 2018** 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