



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913-1608
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www.gdoe.net



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-026-2020)

**SENIOR AIR FORCE INSTRUCTOR
(JUNIOR ROTC)**

OPENING DATE: June 24, 2020 **CLOSING DATE:** Continuous (until filled)

SALARY: Military Instructor Pay (TBD)

DUTY: Full-time Pursuant to Employment Agreement

LOCATION: John F. Kennedy High School

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – Retired U.S. Air Force Officer (O-4 to O-6) or Non-Commissioned Officer (E-7 to E-9) with a minimum of 20 years of active, honorable service; less than 65; retired from service four years or less; Officers must have served last year in grade as an officer; and graduation from a recognized college or university with a Bachelor's degree in education, management or engineering. **NECESSARY SPECIAL QUALIFICATION:** Possession of a valid U.S. Air Force Aerospace Education Instructor (additional) certificate.

EMPLOYMENT BENEFITS: This appointment is pursuant to a GDOE Employment Agreement which provides for the terms and conditions of employment. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid annual and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year in accordance with Employment Agreement.

Special Note: Due to COVID19 Pandemic, the Guam Department of Education highly encourages applications to be submitted electronically. If submission is in person, you will be required to wear a facial mask before entering into the GDOE Building. Additionally, application must be filled out completely prior to visiting our office, must be prepared to have your own use of a pen, must make your own copies of documents prior (if needed).

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our website <https://sites.google.com/a/gdoe.net/personnel/home/forms> 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 **position is filled** 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 requirement of the position to be filled as well as final review and approval from the Superintendent of Education.**

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or email Iris M. Cruz, Personnel Specialist at imcruz@gdoe.net.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator

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