



Office of the Chief

# Pohnpei State Government

Division of Personnel, Labor & Manpower

Development

P.O. Box 1567

Kolonia Pohnpei, FM 96941

Tel: (691) 320-3000

Email: psgplmd@gmail.com

EA: PN- 093-20

Opening Date: 5/27/20

Closing Date: 6/23/20

## Examination Announcement

It is the policy of the Pohnpei State Government that employment consideration shall be based on qualifications, regardless of sex, age, religion, political affiliation, ancestry and family. Preference shall be first given to a qualified legal resident of Pohnpei and second preference to other citizens of the Federated States of Micronesia or for other countries for which no qualified legal residents of Pohnpei are available.

**Position & Salary:**      **School Counselor II**                      **PL-14/1-14/2**                      **\$348.64 - \$370.24 BW+ cola**

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed step four (4) may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

This position is under contractual services

**Location:**                      **Nahnpei Memorial High School (NMHS)**  
**Department of Education**

### **Example of Duties (Illustrative Only):**

Assists the student in his/her individual training/education plan from 9<sup>th</sup> through 12<sup>th</sup> grades; advises the students on admission requirements and sources of loans, and scholarships for post-secondary schools; assists the students in obtaining and making application form; identifies local sources of employment and establishes a work-study (paid or unpaid) arrangement for upperclassmen in the high school; monitors work-study program and advises the student on desirable work habits and attitudes; administers assigned enrichment programs for students; administers high school placement tests and performs duties of a proctor in the administration of standardized tests; keeps maintains and updates student academic records of students on an assigned grade level( 9<sup>th</sup> , 10<sup>th</sup> , 11<sup>th</sup> , or 12<sup>th</sup> ) ; assists the student in the development of his/ her self- concept and vocational interest development ; assists the student in his/ her transition from school to school and from school to work; conducts periodic student needs assessments for counseling and program evaluation purposes; maintains accurate record of school enrollment , including transfer , suspension, returnees and new enrollees , and continuing students ; adapts guidance and counseling materials to the cultural situations of the state which he / she is assigned; conducts extra- curricular activities , such as field trips and excursions and arranging school social functions; assists students in their self- concept development ; conducts test and other needs assessment and research for guidance program evaluation and recommend program revision; participates in guidance workshops and conferences for personal and professional growth; helps teachers to incorporate career education into their classes; submits reports to the immediate supervisor; performs other related duties are assigned.

### **Minimum Education & Work Experience:**

Graduation from an accredited college or university with a BA in Special Education or related field and five (5) years of progressively responsible experience in Special Education field and curriculum development including two (2) years of supervisory experience plus two (2) years of teaching experience.

**Secure application form from and return to Office of Personnel, Labor, and Manpower Development, Department of Treasury and Administration, Pohnpei State Government, Kolonia Pohnpei, FM 96941.**



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