



**GUAM DEPARTMENT OF EDUCATION**  
**HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
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www.gdoe.net



K. ERIK SWANSON, PhD.  
Superintendent of Education

KATHERINE M.P. ADA  
Personnel Services Administrator

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**HEAD START PROGRAM DIRECTOR (3.450)**

**ANNOUNCEMENT NO. HRD-019-2024**

**Open:** May 10, 2024      **Close:** May 23, 2024

**EDUCATOR PAY PLAN (EDU)**

OPEN: ED9-01; \$67,320.00 per annum – ED9-10; \$92,417.00 per annum  
PROMOTION: ED9-01; \$67,320.00 per annum – ED9-18; \$118,651.00 per annum

Employment Type: Probationary/Permanent Full-Time Appointment  
Division: **HEAD START PROGRAM**

*We are an Equal Opportunity Employer*

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) Three years of classroom teaching experience in an early childhood education program or elementary school, two years of supervisory work, and graduation from a recognized college or university with a Master's degree in Education; or
- (B) Four years of classroom teaching experience in an early childhood education program or elementary school, two years of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in Education; or
- (C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**SELECTIVE FACTOR:**

Applicants for this position are required to possess knowledge and demonstrated skill in the operation of federal grants with an emphasis in fiscal management, administration, and quality improvement.

**EDUCATION REQUIREMENT:**

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

**NOTE:** To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

**NATURE OF WORK IN THIS CLASS:**

This is professional administrative work in developing and administering the Head Start Program in the Department of Education.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)*

Develops, directs, coordinates and implements all facets of the Head Start Program in accordance with federal and local guidelines, and under the direction of the Deputy Superintendent of the Guam Department of Education.

Coordinates program social and human services, such as dental, medical, social services, psychological, handicap, parent involvement with appropriate governmental agencies.

Prepares and administers program budget in accordance with federal and local guidelines.

Visits classrooms, makes observations and evaluations of program activities and recommends/initiates changes to enhance program effectiveness.

Administers established policies for personnel, training and safety.

Prepares comprehensive program proposals and reports.

Attends meetings related to Head Start and other meetings as required by the Superintendent of the Guam Department of Education.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles, theories and practices of pedagogy and curriculum.

Knowledge of the principles and practices of educational technology with emphasis in pre-school or elementary education.

Knowledge of the principles and practices of social and human services as relevant to the Head Start Program.

Ability to develop, administer and coordinate the Head Start Program.

Ability to interpret, apply and make decisions in accordance with federal and local laws, policies and other program guidelines.

Ability to prepare program budget and comprehensive federal and local reports.

Ability to evaluate program operations and activities and initiate/recommend changes to enhance program effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

**EMPLOYMENT BENEFITS:**

This is a permanent, full-time position with the Head Start Program. 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 & 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 can be obtained online [www.gdoe.net](http://www.gdoe.net) - [HR Forms](#) or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Thursday May 23, 2024** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment 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 Sheet. You may contact us at 671-475-0496 or via email [humanresources@gdoe.net](mailto:humanresources@gdoe.net).



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