



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

May 7, 2024

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-049-2024

SCHOOL YEAR 2024-2025

CERTIFIED TEACHERS (All areas, School Counselors & School Librarians)
(Elementary Schools, Secondary (Middle & High) Schools and Special Programs)

OPENING DATE: May 7, 2024

CLOSING DATE: May 20, 2025

We are an Equal Opportunity Employer

EDUCATION REQUIREMENT:

Teacher classification is determined by completed educational credits. Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts.

NECESSARY SPECIAL QUALIFICATION (Teacher):

Must possess a valid Guam Teaching Certificate in specific content area.

NECESSARY SPECIAL QUALIFICATION (School Counselor):

Must possess a valid Guam Certificate in the area of School Counselor.

NECESSARY SPECIAL QUALIFICATION (School Librarian):

Must possess a valid Guam Certificate in the area of School Librarian.

GENERAL REQUIREMENT:

P.L. 28-45, the "Adequate Education Act," one of the requirements of our teachers is to be certified. The definition of certified means that a person holds at least the first level of professional certification.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to P.L. 28-98, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for assigned to a School or Division and follows the school year calendar work schedule. Newly hired Teachers serve a probationary period of one (1) year. 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 medical, dental and life insurance coverage; paid sick leave; three days of personal leave; and paid holidays. Employees in this position may request for compensation on a 21 or 26 pay period basis per year in accordance with established policies and procedures.

SUITABILITY DETERMINATION FORM:

Your employment application will not be deemed complete until the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your applicant, your application for this position will be rejected. **Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than three (3) months from the date of your submitting your application.** In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Department of Education, Government of Guam are required to submit a Tuberculosis work clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis work clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. The cost for physical/medical examination is the applicant's responsibility.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Department of Education, Personnel Rules and Regulations, all applicants selected for an appointment in the Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. The cost of is the applicant's responsibility.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> 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 **Tuesday May 20, 2025** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, 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 determination 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.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call (671) 475-0496, and/or email humanresources@gdoe.net.



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