



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

SCHOOL AIDE I (3.403)

ANNOUNCEMENT NO. HRD-021-2026

Open: December 15, 2025 **Close:** December 29, 2025

2023 GENERAL PAY PLAN (GPP)

OPEN: E-1; \$25,736.00 per annum

Employment: Limited Term Full-Time Appointment

Location: **CHAMORU STUDIES & SPECIAL PROJECTS DIVISION**

Funding: Federal

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

No experience and training is required. Minimum knowledge, abilities and skills listed above are required.

SELECTIVE FACTOR:

(A) CHAMORU SPEAKING PREFERRED OR WILLING TO UNDERGO MASTER-APPRENTICE APPROACH TO LEARN THE CHAMORU LANGUAGE.

(B) MUST POSSE A VALID GUAM DRIVER'S LICENSE AND THE ABILITY TO OPERATE A MOTOR VEHICLE.

MINIMUM 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:

Performs non-professional work in educational activities.

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

Monitors student discipline while embarking and disembarking the school buses, in hallways, cafeteria, playground and during assemblies.

Escorts students to and from school health counselor's, guidance counselor's or principal's office.

Supervises a class until the teacher or substitute arrives.

Performs light classroom custodial work such as cleaning blackboard or chalkboard, tidying up bulletin or display boards.

May assist with clerical work, such as filing, sorting records and mail, delivering routine messages and reports, duplicating materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to monitor student discipline in the school premises.

Ability to learn and apply the basic principles and practices of educational psychology and human growth and development.

Ability to learn clerical procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

EMPLOYMENT BENEFITS:

This is a limited term full-time position for the Chamoru Studies and Special Projects Division. 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 website <https://www.qdoe.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 Monday, December 29, 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 475-0496, and/or email humanresources@qdoe.net.



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