



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

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net



KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

ON-CALL SUBSTITUTE TEACHER I (3.480)* FOR SY 2025-2026

ANNOUNCEMENT NO. HRD-047-2025

Open: May 2, 2025 **Close:** May 4, 2026

GENERAL PAY PLAN (GPP)

SALARY: PAY GRADE F-1; \$13.59 PER HOUR

Employment: Limited Term Appointment – Part Time

Location: **ANY SCHOOL**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

(A) Completion of high school requirement or General Education Equivalency requirements.

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.

NECESSARY SPECIAL QUALIFICATION:

Must attend training conducted by GDOE prior to being placed in any classroom pursuant to P.L. 30-54.

NATURE OF WORK IN THIS CLASS:

This is a very responsible position under the supervision of the School Principal. Its main responsibility is the instruction and supervision of students in the absence of the regular classroom teacher.

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.)*

Accounts for students; checks and reports student attendance.

Teaches lessons and conducts other classroom activities planned by the regular classroom teacher as written on the lesson plan.

Maintains classroom order and student discipline.

Performs other duties and responsibilities assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to read and understand.

Ability to write legibly.

Ability to speak audibly.

Ability to follow directions.

Ability to supervise a group of students.

Ability to report an incident both orally and in writing.

SPECIAL NOTE ON VACANT POSITIONS & JOB LOCATION:

Eligible applicants for this position may be considered for vacant positions as determined by DOE. If you wish to be considered for certain schools only, please identify the name of the school or schools on your job application (Form A1).

EMPLOYMENT BENEFITS:

This is a temporary part-time position each school year. Continued good performance and recommendations may allow you to renew your employment each school year. This employment will allow you to earn government Retirement Service Credit and to enroll in the government's Group Health/Dental and Life Insurance programs each school year. On-Call Substitutes may work up to 30 hours a week in Elementary Schools and may work up to 35 hours a week in Secondary Schools. Elementary school hours are from 8:30am – 2:45pm. Secondary school hours: Middle 8:30am – 3:30pm; High 6:45am – 1:45pm.

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 **Monday, May 4, 2026** 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@gdoe.net.



KATHERINE M.P. ADA,
Personnel Services Administrator

dmer/lcs

