DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net

JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

ELEMENTARY SCHOOL PRINCIPAL (3.444)

ANNOUNCEMENT NO. HRD-079-2026
OPEN: June 30, 2026 **CLOSE:** July 14, 2026

2022 EDUCATOR PAY PLAN (EDUPP)
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
*A 15% Differential Pay shall apply to base salary while on work status.

Employment Type: Twelve (12) Months
Location: **ANY ELEMENTARY SCHOOL**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of supervisory experience in the field of education and three years of professional teaching experience at the appropriate level; and graduation from a recognized college or university with a Master's degree in school administration and supervision, including graduate courses in school administration and supervision, curriculum development, school-law, school finance, and school personnel administration; or

(B) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY REQUIREMENTS:

Applicants shall be required to meet the Guam Certification requirement in Administration and Supervision pursuant to Board Policy No. 1000.41

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 and administrative work in administering a school.

ILLUSTRATIVE EXAMPLES OF WORK:

Administers the execution of instructional programs and activities.

Observes and evaluates teachers and other staff for improvement of their teaching methods and techniques.

Promotes and encourages the involvement of faculty, support staff, and pupils in extra-curricular activities. Maintains school discipline.

Stimulates school-community relationships through contacts with community leaders and parent groups. Conducts meetings with faculty, support staff, and pupils.

Attends meetings related to the administration of the school.

Submits recommendations for the school's annual budget and prepares periodic reports.

Controls non-appropriated funds and supervises the expenditure of such funds.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of school administration, including finance and personnel administration.

Knowledge of curriculum and instructional technologies.

Ability to administer programs of a school.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, policies, rules, regulations and other program guidelines.

Ability to maintain school discipline.

Ability to prepare budget and required reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position. 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 and 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 obtained online **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 **Tuesday, July 14, 2026** 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 can contact us at 671-475-0496 or via email **humanresources@gdoe.net.**

KATHERINE M.P. ADA,
Personnel Services Administrator

iris/tlm