DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
501 Mariner Avenue
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JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE ANNOUNCEMENT

To establish a list for the position of

SCHOOL HEALTH COUNSELOR I (8.220)

ANNOUNCEMENT NO. HRD-086-2026
Open: August 03, 2026 **Close:** August 14, 2026

2024 NURSE PAY PLAN
OPEN: N-J-1; $45,014.00 per annum – N-J-10; $61,796.00 per annum
PROMOTION: N-J-1; $45,014.00 per annum – N-J-18; $79,338.00 per annum
*Plus 10% differential pay for GDOE School Health Counselors

Employment: Probationary/Permanent Full-Time Appointment
Location: **ANY SCHOOL**
Funding: Local

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from a recognized school for professional nurses with as Associate's degree or diploma in nursing.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam. (Please submit official or verified copies of education degree or transcripts, and license with your job application.)

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: 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.

NATURE OF WORK IN THIS CLASS:

This is professional school health counseling and nursing work.

Employees in this class perform routine nursing functions and provide health education and counseling services to students in the public schools. Work is performed with independence in accordance with established policies, standard practices of the nursing profession, and objectives of the school health program.

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.)*

Works with school officials in establishing nursing policies and procedures to meet emergencies.

Cooperates with school personnel in identifying and meeting physical, mental and emotional needs of students.

Provides first-aid care to students and staff members and arranges for appropriate transfer to home or medical facility; writes injury reports.

Administers prescribed medications and provides documentation on health records; refers students that need further medical evaluation and/or treatment to appropriate medical personnel.

Counsels students regarding health needs and care; develops and conducts health awareness programs.

Provides follow-up on communicable disease cases when detected and refers to appropriate medical personnel; monitors communicable disease outbreak and takes appropriate steps for isolation, referral and reporting.

Coordinates with public health officials in conducting preventive health and dental care programs in the school.

Maintains health records, collects data and prepares required reports. Periodically inspects facility for potential health hazards and advises school administrators.

Sends referrals for visual, dental, speech and hearing, immunization and related public health services.

May assist in programs for handicapped children.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles, theories and practices of professional nursing.

Ability to develop and implement school health counseling and nursing services programs.

Ability to administer first aid and other appropriate emergency health care procedures.

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

Ability to coordinate school health programs with public health department and other governmental agencies and health organizations.

Ability to work effectively with employees and the public.

Ability communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS:
This is a permanent, full-time position for any school. 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 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 **Friday, August 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 Sheets, call 475-0496, and/or email **humanresources@gdoe.net**.

KATHERINE M.P. ADA,
Personnel Services Administrator

dmer/tl 8/3/26