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 JOB ANNOUNCEMENT

To establish a list for the position of

COMMUNITY PROGRAM AIDE II (3.006)

ANNOUNCEMENT NO. HRD-092-2026

Open: August 19, 2026 **Close:** September 01, 2026

2023 GENERAL PAY PLAN (GPP)
OPEN: G-1; $30,169.00 per annum -G-10 $41,417.00 per annum
PROMOTION: G-1; $30,169.00 per annum -G-18 $53,174.00 per annum

Employment: Probational/Permanent
Appointment Location: **Head Start Division**
Funding: Federal

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

A) One year of experience as a Community Program Aide I or equivalent work; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

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:

This is complex community work involving elementary application of technical and professional procedures and practices and providing services in assisting clients and applicants in obtaining a wide variety of community services.

Employees in this class perform the full range of community program services to clients under general supervision.

ILLUSIRATIVE 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.)

Maintain contact and communication with clients receiving services to assist in satisfactory adjustment and the resolution of personal problems.

Gives information regarding clients to program specialists to assist them in understanding and counteracting the problems of clients.

Interviews clients in conjunction with or at the direction of program specialists to discuss frustrations, disillusionments, and other problems that may result in providing services to the client.

Provides detailed explanations to clients regarding the applications and procedural aspects of obtaining available services.

Demonstrates and instructs groups in special program areas.

Assists in organizing and operating various community activities; locates and identifies persons in need ·of community services.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Escorts and transports clients and applicants to various locations.

Attends community meetings to secure and impart information relating to agency services and to act as a liaison between the community and the agency.

Performs routine clerical tasks and maintain records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES. AND SKILLS:

Knowledge of the goals, objectives, procedures, and practices of the · assigned program functions.

Ability to contact economically and culturally disadvantaged persons, gain their confidence, and identify individuals who are unaware of services available or of their eligibility for such services.

Ability to perform arithmetic computations.

Ability to work effectively with employees and establish empathetic relationships with persons of ethnic and social backgrounds.

Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position with the Head Start Division. 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 may be obtained from our website **https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html** 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, September 01, 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 DOE job applications -one for FCH PA 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 Sheet. You may contact us at 671-475-0496 or via email **humanresources@gdoe.net.**

KATHERINE M.P. ADA,
Personnel Services Administrator

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