

**PLINANEHAN PRUGRAMA (Program Planner)
(Chamorro Language Commission)**

NATURE OF WORK IN THIS CLASS:

This is complex professional planning and administrative work involved in developing and implementing the Chamorro language programs for the Chamorro Language Commission's Institute.

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).

Plans, develops, coordinates and implements the Chamorro language programs of the Institute.

Coordinates the procurement and development of instructional lessons, textbooks and materials for the Institute.

Supervises and assist the Ma'estra/Ma'estro (Instructors) for the purpose of curriculum orientation and clarification, proper material utilization, and Chamorro language teaching techniques, including lesson plans.

Plans, schedules and conducts meetings, training sessions, and workshops for Commission board members, Chamorro teachers and the community on the Chamorro words, spelling, reading, writing and definitions; attends meetings related to the Institute's programs and activities.

Evaluates and analyzes the effectiveness of the Chamorro language instructional programs to determine the attainment of goals and objectives.

Prepares and administers program budget of the Institute.

Writes and prepares for publication Institute's newsletters, annual reports, and other promotional materials.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the Chamorro language and culture.

Knowledge of the Chamorro language program and instructional technologist.

Knowledge of the standard Chamorro and English spelling, punctuation and grammar.

Knowledge of the principles, practices and techniques of administrative and planning functions.

Ability to supervise the work of others.

Ability to analyze the Chamorro language structure and system.

Ability to develop, organize, coordinate, and implement the programs/functions of the Institute.

Ability to evaluate program effectiveness and initiate/recommend changes to enhance program goals, objectives and results.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in writing, speaking and reading Chamorro language.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in the Chamorro studies program planning and administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, marketing, education or related field; or
- b) Any equivalent combination of experience and training which provides the minimum qualification knowledge, abilities and skills.

ESTABLISHED: September, 1993

PAY GRADE: N



RONALD B. AGUON
Acting Executive Director
Civil Service Commission

SEP 21 1993