

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE04422538 DATE POSTED: 01/04/22  
POSITION NO: 244473 CLOSING DATE: Open Until Filled  
POSITION TITLE: Senior Education Specialist (2 Positions)  
DEPARTMENT NAME / WORKSITE: Office of Dine' Accountability & Compliance/Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ66A</u>
WORK HOURS: <u>8:00 am- 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>53,431.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>29.45</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Recommends and participates in planning and developing appropriate education policies for the programs and Department of Dine' Education. Provides technical assistance to all schools on the Navajo Nation to pursue grant or contract status by providing training to meet tribal requirements. Will assist in the establishment, convening and training of the School Improvement Team and assist the Team Chair to prepare required reports based on school visits. Will assist in the monitor assessment and review of school operations and programs pursuant to P.L. 93-638 contract and PL 100-297 grant, facilitate the tribal organization process for BIE schools converting to contract or grant states. Provide technical assistance in developing school improvement for all schools and assist with training of local school boards as needed,

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Elementary, Secondary Education or related field; and four (4) years of classroom teaching/school program experience in the educational field including classroom teaching, teaching the Navajo language and culture.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Strong knowledge of Navajo and State education standards and policies, federal rules and regulations in P.L. 93-638, P.L. 100-297 and P.L. 95-561. Must have strong knowledge technology use, various statistical software, data networking, graphics, Microsoft Office applications, compiling and analyzing school information via annual reports through www.web-internet. Must be knowledgeable of Indian education laws, including Every Student Succeeds Act (ESSA).

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**