

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

REQUISITION NO: DOE7018409

DATE POSTED: 01/13/14

POSITION NO: 242773

CLOSING DATE: 01/27/14

POSITION TITLE: Head Start ERSEA Specialist

DEPARTMENT NAME / WORKSITE: Navajo Head Start - Administration; Window Rock, AZ

WORK DAYS: M - F REGULAR FULL TIME:  GRADE/STEP: AA65A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,865.60 PER ANNUM

SEASONAL:  Duration: \_\_\_\_\_ \$ 21.57 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide professional expertise and oversight of the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) services of Navajo Head Start. Must insure that staff engaged in recruitment and enrollment of children are knowledgeable about the provisions of 45 CFR part 84. Plans, organizes, directs and supervises the ERSEA activities and developments; establishes Navajo Head Start priorities; analyzes community assessment information and facilitates planning efforts to determine design, recruitment efforts and enrollment guidelines for Navajo Head Start and Early Head Start. Assists in recruiting, training, assigning and scheduling parent volunteers. Collaborates with Navajo Head Start administration and staff to determine program needs for various volunteer services. Maintains systems, databases, files, etc. and ensures security of data; participates in planning and conducting self and community assessments. designs and monitors systems to process enrollment applications, including determination of eligibility and selection criteria; monitors and evaluates program activities, system procedures, policies and procedures to ensure compliance and quality control; provides solutions to develop and/or revise ERSEA systems, policies and procedures

Assign and reviews work of staff, conducts performance appraisals and takes appropriate action when necessary. Will serve on committees, panels, and advisory boards for the best interest of our Native Children. Collaborates with community organizations, chapters, fairs, events, etc. to disseminate information regarding the enrollment, recruitment, selection, eligibility and attendance for Navajo Head Start. May perform special projects as assigned by the Assistant Superintendent.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A Bachelor's degree in Education, Humanities, Social Services, Family Administration or a closely related field; and five (5) years of work experience in early childhood and program management, two (2) years of which must have been in a supervisory capacity; OR a Master's degree in Education, Humanities, Social Services, Family Administration or a closely related field; and four (4) years of work experience in early childhood grants and program management, two (2) years of which must have been in a supervisory capacity.

*(In order 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:**

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of program operation activities, mission and client service requirements. Skill in developing and executing documents and reports, short and long term goals and objectives and program performance measures.

**Special Requirements:**

Position requires a background check and suitability assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit. A favorable background investigation is required prior to date of hire.

**VETERANS PREFERENCE APPLIES**

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