

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DODE04419292</u>	DATE POSTED:	<u>01/13/20</u>		
POSITION NO:	<u>263256</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Education Program Manager</u>				
DEPARTMENT NAME / WORKSITE:	<u>Department of Dine' Education, Window Rock, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BC68A</u>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 59,612.80</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 28.66</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Directs and supervises the daily operation of program activities in accordance with the approved Plan of Operation. Manages, coordinate, collaborates, administers and implements the mandates of Title 10 Navajo Sovereignty in Education Act, and the Diné School Accountability Plan. Knowledgeable of all Federal educational mandates, i.e., Common Core, No Child Left Behind, and the Every Student Succeeds Act (ESSA). Reports program accomplishments on quarterly basis to the Administration, Navajo Nation Board of Education, and the Navajo Nation Council. Directs and enforces the Navajo Nation educational policies, program goals, objectives and annual performance criteria. Provide guidance in the development and/or revisions of the Diné standards, curriculum, and assessment in the content areas of culture, language, history, government and character building. Ensures the completion and implementation of the Diné standards, curriculum, assessments and full Navajo language immersion programs. Develops, reviews, and monitors the annual program budget in accordance with the Diné education plans and the Office of Management & Budget policies. Coordinate with the States of NM, AZ and UT Departments of Education to implement the Oral Diné Language Assessment in all BIE, Grant & Contract, and public schools. Administer the Navajo (Native American) Language & Culture Certification to all Navajo language & culture teachers. Enforces and adheres to all Navajo Nation policies, procedures, rules, and regulations applicable to personnel, budgets, financial management information system, procurement, property and fleet management. Write proposals to request funding from private, state and federal agencies to supplement the bilingual and multicultural education. Knowledgeable of traditional ceremonies to be able to direct the administration, monitoring, and evaluation of the Navajo Traditional Apprenticeship Project.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Education Administration, Education or a closely related field; and five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- A favorable background investigation.

(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:

State teacher and administrator's license with bilingual/multicultural endorsement, and Oral Diné Language Certification. Must be a fluent speaker of the Navajo language and be able to read and write Navajo.

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