

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

REQUISITION NO: DOE0448448

DATE POSTED: 01/27/14

POSITION NO: 200850

CLOSING DATE: 02/07/14

POSITION TITLE: EDUCATION PROGRAM MANAGER

DEPARTMENT NAME / WORKSITE: Office of Dine' Accountability & Compliance / Window Rock, Az

WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: Y68A

WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: 40 \$ 55,078.40 PER ANNUM

SEASONAL:  Duration: \$ 26.48 PER HOUR

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

**DUTIES AND RESPONSIBILITIES:**

Supervise, direct and organize staff related administrative tasks. Responsible for administrative and program reports monthly, quarterly and annual reports; school operation compliance with applicable federal and tribal requirements, investigation reports; and reauthorization reviews/recommendations. Prepare and administer program budget. Coordinate, plan, and implement technical assistance/training and monitoring of school boards and personnel operation under P.L. 93-638 and P.L. 100-297. Includes oversight school program affecting 34 BIA funded schools. Plan and conduct workshops and presentations to local community school stakeholders. Provide guidance and assist schools with corrective action and restructuring; school land lease and land withdrawals, new school construction and repair construction projects. Provide guidance, assistance and facilitate required documents through the tribal authorization process for schools converting to contract/grant status. Formulate policies, procedures and recommend new legislation, as needed, or modification of existing education laws; interpret Health, Education & Human Services Committee guiding legislation, rules and regulations.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

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; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**PREFERRED:** Two (2) years experience in classroom teaching and program administration.

**(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:**

Strong knowledge of Navajo and State Education Standards and Policies; state education codes, and Federal rules and regulations in PL 93-638, PL 100-297, and PL 95-561. Must have strong knowledge in PC computers in spreadsheets, data networking, graphics, MSWord and Excel. Compiling and analyzing school information & reports through WWWeb-Internet.

**Special Requirements:**

Elementary or Secondary Teaching/School Administrator Certificate, **preferred.**

**VETERANS' PREFERENCE APPLIES**

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