

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0447434

Date Posted: 01/28/13

POSITION NO: 209093

Closing Date: 02/08/13

CLASS CODE: 3677

POSITION TITLE: EDUCATION PROGRAM MANAGER

DEPARTMENT NAME: DoDE AdvancED NCA Office

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8 AM- 5 PM

Temporary:

Duration: _____ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

• Leads & represents AdvancED/NCA Navajo Nation; • Develops & implements strategic plans for AdvancED/NCA; • Implements the AdvancED Accreditation Process in the Navajo Nation, ensuring that all AdvancED Navajo Nation schools are adhering to the AdvancED standards & policies; • Manages & oversees AdvancED External Reviews; • Manages, maintains, and grows the trained External Review and extended volunteer base; • Ensures NN schools are well-informed of AdvancED issues, policies & communications; • Provide quality service & professional learning opportunities to all AdvancED NN schools. • Initiates outreach to non-network schools to help grow the AdvancED network; • Serves as an expert in State/NN/BIE requirements & regulations; • Leads and manages the Navajo Nation Office; • Manages NN office support staff, as appropriate and knowledge of budget & reporting systems; • Manages the AdvancED NN State Council advisory body effectively; • Maintain strong working relationships with State Department of Education and other key education agencies.

QUALIFICATION REQUIREMENTS:

Education/Training and Experience:

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. A proven track record in helping schools/districts improve student performance and organizational effectiveness.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge base of current issues in education, accreditation, public and BIE (Contract & Grant) schools and system improvement, research and evaluation. Ability to deliver high quality professional development through oral and written presentations; ability to organize, manage, and implement multiple tasks simultaneously; ability to work effectively using Microsoft Word, Outlook, Excel and Power Point and other software and web-based application. Required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

License/Certification Requirements:

PREFERRED: State Administrator's (Principal and Superintendent) Certificates; State Driver's License

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99