

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

REQUISITION NO: DODE70115048

DATE POSTED: 02/02/18

POSITION NO: 945904

CLOSING DATE: 02/15/18

POSITION TITLE: Assistant Superintendent

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

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AM71A

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 91,644.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 44.06 PER HOUR

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

**DUTIES AND RESPONSIBILITIES:**

Directs departmental programs and school improvement programs in the implementation of department plans and goals; supervises department administrators and administrative staff; oversees fiscal management, programmatic and budgetary functions of department operations; leads strategic planning for Navajo Head Start in cooperation with appropriate personnel and reports to the Superintendent of Schools as necessary; leads the development and implementation of internal control mechanisms, procedures and guidelines to maintain staff accountability and compliance with applicable policies and procedures; assure that program supervision is managed and administered in accordance with applicable policies and procedures; interprets and ensures compliance with federal, state and Navajo Nation mandates, laws, policies and procedures.

Works with the head start centers to assure that curriculum is aligned with adopted content standards; advocates, facilitates and monitors the alignment of curriculum, instruction, assessment instruments and improvement of academic programs and in the accomplishment of department goals and objectives; assists with curriculum and program staff to plan, coordinate, support and implement school improvement programs; participates in the design of curriculum; interprets regulations for department and schools; advocates, facilitates and monitors instructional accountability for student achievement; advocates for and monitors systems that examine performance level and improvement trends in academic achievement, operation, support process and customer satisfaction; monitors curriculum and operations plan; develops partnerships with Board of Education, Policy Council, NNC, OPVP, NHS families and community members, and the Federal Office of Head Start.

Evaluates leadership and support staff; monitors systems to design training plans for stakeholders that align with school improvement plans; contributes toward professional growth and performance through providing professional development opportunities; promotes, reviews and communicates progress toward department goals; maintains an information system that supports the facilitation and monitoring of department goals and initiatives; monitors and communicates trend, benchmark and comparison data in areas of curriculum, instruction, assessment and academic improvement.

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

**Minimum Qualifications:**

- A Master's degree in Education; three (3) years administrative, teaching or management experience in early childhood education, Pre-K to 12; three (3) years of which must have been in a supervisory capacity equivalent to a School Principal, a Public School Superintendent or Assistant Superintendent.

**Special Requirements:**

- Superintendent or Administrative License.
- Possess a valid state driver's license.
- 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:**

Knowledge of the principles of educational administration and processes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state, and local laws, codes, regulations, and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of reporting systems, financial controls, program analysis and performance measures; knowledge of quality improvement processes, protocols, changes and updates; skill in developing and analyzing strategic plans, operating systems, procedures and controls, budget and forecasts; skill in developing and executing documents and reports, short/long-term goals, objectives and program performance measures.

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