

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

|                             |  |                    |                                     |
|-----------------------------|--|--------------------|-------------------------------------|
| REQUISITION NO:             | DODE04420860   | DATE POSTED:       | 04/06/21                            |
| POSITION NO:                | 241087   | CLOSING DATE:      | OUF                                 |
| POSITION TITLE:             | PRINCIPAL EDUCATION SPECIALIST   |                    |                                     |
| DEPARTMENT NAME / WORKSITE: | Department of Dine' Education / AdvancED Navajo Nation, Window Rock, Arizona |                    |                                     |
| WORK DAYS:                  | Monday - Friday  | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS:                 | 8:00 am - 5:00 pm  | PART TIME:         | <input type="checkbox"/>            |
| SENSITIVE                   | <input type="checkbox"/>   | SEASONAL:          | <input type="checkbox"/>            |
| NON-SENSITIVE               | <input checked="" type="checkbox"/>  | TEMPORARY:         | <input type="checkbox"/>            |
|                             |  | NO. OF HRS./WK.:   |                                     |
|                             |  | DURATION :         |                                     |
|                             |  | GRADE/STEP:        | BJ68A                               |
|                             |  | \$                 | 61,637.76 PER ANNUM                 |
|                             |  | \$                 | 29.52 PER HOUR                      |

**DUTIES AND RESPONSIBILITIES:**

Principal Education Specialist serves under the direction of the AdvancED Navajo Nation Program Manager to develop and implement effective strategic plans encompassing accreditation reviews, compliance, policies and regulations, and to provide technical assistance and professional development and delivery. Principal Education Specialist utilizes current education knowledge and expertise to enhance AdvancED Operations Office team.

- Provides assistance to the Program Manager for leading the AdvancED Operations Office team.
- Assists with the design and implementation of the strategic plans for the AdvancED Operations Office to promote continuous school improvement.
- Works closely with the Program Manager to maintain and strengthen efficient and effective working relationships with key education agencies in the area (State Department of Education, Bureau of Indian Education, area colleges and universities, and teacher and administrator organizations).
- Under the direction of the Program Manager, implements the AdvancED Accreditation protocol in network schools located within the boundaries of the Navajo Nation, ensuring that all AdvancED schools/systems are adhering to the AdvancED Standards and Policies.
- Manages, schedules, and oversees AdvancED Engagement Reviews.
- Manages, maintains, and grows the area's Engagement Review team capacity and extended volunteer base.
- Assists the Program Manager in the performance evaluation of lead evaluators and volunteers for the AdvancED Network schools.
- Ensures schools/districts are well-informed of the AdvancED Continuous Improvement System, and Policies and Regulations.
- Provides quality services and professional learning opportunities to all AdvancED schools/districts.
- Serves as an expert in the knowledge and understanding of all area-specific governmental requirements and regulations.
- Assists the Program Manager with the management of the AdvancED Navajo Nation Accreditation Council.
- Foster positive working relationships within the AdvancED Navajo Nation Operations Office, the Department of Diné Education, Bureau of Indian Education and across other organizations.
- Follows in all respects the AdvancED code of ethics.

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

**Minimum Qualifications:**

- A Master's Degree in Education or related field; and four (4) years of experience in classroom teaching, two (2) years of which must have been in an administrative and/or supervisory capacity.

**Special Requirements:**

- Demonstrated experience working with schools on school improvement plans
- State Teaching Certificate.
- Certificate/ License in K-12 Education.

***(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:**

- Navajo-speaking preferred.
- Must obtain Navajo Tribal Driver's Permit within 90 days.
- Approximately 40% travel annually.
- Extensive knowledge base of current issues in education, accreditation, and public, private and Bureau of Indian Education (BIE) schools
- Knowledge of the significant public, nonpublic, and BIE school issues specific to the territory assigned;
- Knowledge of and connections with key state education associations and agencies and their leaders;
- Ability to work with a minimum of supervision and take personal initiative to promote AdvancED Standards and Protocol;
- Ability to create and maintain cooperative working relationships with others, prepare and implement quality reports and plans.

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