

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448580

DATE POSTED: 04/08/14

POSITION NO: 240978

CLOSING DATE: OUF

POSITION TITLE: SUPERINTENDENT OF SCHOOLS

DEPARTMENT NAME / WORKSITE: Department of Dine' Education - Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: Z73A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 97,032.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 46.65 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the Navajo Nation Board of Education, directs and manages the Department of Dine' Education involving technical and regulatory policy development and implementation in accordance with Title 10 NN Education Code; oversees the development, adoption and administration of Navajo Nation academic content standards in compliance with applicable federal educational mandates; acts as official agent of the Board exercising responsibility for fiscal, programmatic and budgetary functions of the Department; facilitates strategic planning of short/long term education program goals and objectives; develops the technological capabilities of the department/schools to facilitate appropriate interaction and data sharing; responsible for protecting, preserving and perpetuating the Navajo Language; seeks funding for proposed functions; consults with local educational officials and Board in the development of Navajo Nation positions on school funding and other issues that are before federal and state legislators and administrators; investigates school complaints, concerns and appeals; conducts hearings and advises the Board; may take initiative on behalf of the Board to assume control of a Tribal Contract/Grant School pursuant to provisions of the Navajo Nation Code; advocates for programs and funding of schools and education entities serving the Nation; drafts proposed tribal position papers addressing appropriations and other legislative issues affecting Navajo Nation schools and provisions of the Navajo Nation Code; serves as official spokesperson for the Nation at federal and state legislative and administrative hearings on appropriations, funding and policy issues.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- * A Master's degree in Education; and five (5) years of administrative or management experience in elementary or secondary school; three (3) years of which must have been in a supervisory capacity equivalent to a School Principal, an Executive Director of a BIE Grant or Contract School, a Public School Superintendent; and three (3) years of K-12 classroom experience.

Preferred Qualifications:

- * A Doctorate Degree in Education.

Special Requirements:

Possess current Superintendent licensure, teacher certification and a valid state driver's license.

Incumbents of the class are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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 Navajo Nation, Federal and State laws, regulations, guidelines and Codes governing educational program operations; knowledge of State Public School system, Bureau of Indian Education, P.L. 100-297 Grant School and P.L. 93-638 Contract School operations, private and Charter schools; knowledge of traditional Navajo way of life and values; knowledge of principles and practices of curriculum and instruction. Skilled in implementing management procedures, controls and budgets; skilled in formulating documents, reports, Grant and Contract applications. The ability to develop, organize and structure a State-like education department.

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