

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04417607

DATE POSTED: 04/08/19

POSITION NO: 241009

CLOSING DATE: 05/03/2019 5:00pm

POSITION TITLE: Senior Education Specialist

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

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR66A

WORK HOURS: 8:00 am - 5:00 p PART TIME: NO. OF HRS./WK.: _____ \$ 49,192.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 23.65 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Participates in planning, and development of educational policies for programs within the Department of Dine' Education. Provides technical assistance to Bureau operated schools that pursue to obtain grant or contract status per Tribally Controlled Schools Act and the Navajo Nation requirements. Participates in planning, developing and provide training of School Improvement Team and prepares required reports based on schools' onsite reviews. As a member of the Administrative Review Team, monitors schools' operational requirements subject to P.L. 93-638, Public Law 100-297, and the Navajo Nation Sovereignty Act. On a annual basis reviews 10 to 15 Grant Schools' Reauthorization Application and reports to the Navajo Nation Board of Education to make final determination. Conducts inquiry and research at the local school level when critical incidents are reported.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Elementary, Secondary Education or related field; public administration or closely related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility.

Special Requirements:

- 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:

Strong knowledge of Navajo and State Education Standards, Policies, and Federal regulations under P.L. 93-638, P.L. 100-297 and P.L. 95-561. Must have strong knowledge in PC computers in spreadsheet, data networking, graphics, MSWORD and EXCEL, compiling and analyzing school information via annual reports through WWWeb-Internet. Must be knowledgeable of Indian Education Laws, including Every Student Success Act (ESSA).

Senior Education Specialist will work with all Navajo Nation schools to ensure all school personnel are highly qualified and certified in accordance with education laws. The schools requesting that DODE staff be certified when working directly with schools. Special Education Certification is highly needed for this position.

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