

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04420982

DATE POSTED: 05/03/21

POSITION NO: 234461

CLOSING DATE: 05/14/2021 by 5pm

POSITION TITLE: SENIOR EDUCATION SPECIALIST

DEPARTMENT NAME / WORKSITE: Office of Standards, Curriculum & Assessment Development/DODE - Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ66A

WORK HOURS: 8 A.M. - 5 P.M. PART TIME: NO. OF HRS./WK.: _____ \$ 51,865.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 24.84 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Work with Grant, Contract, BIE and Public Schools. Monitor and assist schools for the Navajo Language and Culture programs. Provide training for Navajo Language and Culture teachers on curriculum development, teaching strategies and methods; one-on-one technical assistance culture teachers for effective language, culture and immersion programs as needed; prepare detailed report of Grant & Contract schools for reauthorization each year; assist and address teaching strategies, methods, educational theories and movements, content information of the Din4 Content Standards, Navajo Culture, customs and practices, information regarding language immersion, and others as may be requested by schools or as assigned by OSCAD, DODE or the Navajo Nation. Assists in the revisions of assessment instruments i.e., the Din4 Content Standards, Oral Din4 Language, Bilingual Seal, and the language & culture certification. Be cognizant of educational policies, legislation of all entities. Assist in proposal development for Navajo Language and culture projects, assessment and training, resource development, working with parents and communities to implement language and culture learning environment; assist with Memorandum of Agreement between the public school districts and the Navajo Nation; assist with resource materials to supplement and compliment the (5) Din4 Content Standards.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Navajo Studies, Navajo History, Navajo Language, Navajo Government, Navajo Oral Language; Elementary, Secondary Elementary, and four (4) years of experience in the educational field including classroom teaching, teaching the Navajo language and culture.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Native American Language and Culture Teaching Certificate for Pre-K - 12.

(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:

Must read, write and speak Navajo. Travel to schools in Arizona, New Mexico and Utah. Presentations for schools, conferences, and radio talk show; Knowledgeable about Navajo Philosophy and Traditional ways. Knowledge of advanced educational concepts, principles, theories and administration. Knowledge of the practical application of educational concepts to existing educational systems, programs and services. Knowledge of the educational needs of the Navajo people. Knowledge of the Navajo traditional customs. Knowledge of the supervision and management. Skill in analyzing data and drawing valid conclusions. Skill in statistical manipulation. Skill in researching and locating data. Skill in proposal writing. Skill in preparation of budgets.

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