

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04411924

DATE POSTED: 05/16/16

POSITION NO: 241087

CLOSING DATE: 05/27/16

POSITION TITLE: PRINCIPAL EDUCATION SPECIALIST

DEPARTMENT NAME / WORKSITE: Department of Diné Education / AdvancED Navajo Nation, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB68A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 56,721.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 27.27 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Principal Education Specialist serves as a member of the operations office team under the direction of the AdvancED Navajo Nation Program Manager. This role works closely with the Program Manager to develop and implement effective strategic plans encompassing accreditation reviews, compliance, policies and regulations and provides technical assistance and professional development and delivery. Principal Education Specialist utilizes current knowledge and expertise to enhance AdvancED's impact on area schools.

- Provides assistance to the Program Manager for leading the AdvancED operations office team.
- Assists with successful designing and implementing 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 (such as a 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 Process 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 External Reviews and Accreditation Progress Reports.
- Manages, maintains, and grows the area's trained External Review capacity and extended volunteer base.
- Assists the Program Manager in evaluation of the performance quality of lead evaluators and volunteers for the AdvancED Network Schools.
- Ensures schools/districts are well-informed of AdvancED issues, policies, and communications.
- 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.

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.

Preferred Qualifications:

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

Special Requirements:

None required.

(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
- Approximately 60% 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;
- Ability to create and maintain cooperative working relationships with others, prepare and implement quality plans;
- Ability to deliver high quality professional development through oral and written presentations;
- Ability to organize, manage, and implement multiple tasks simultaneously;
- Ability to work and communicate effectively using Microsoft Word, Outlook, Excel, and PowerPoint and other software (Drop Box, Evernote, etc.) and web-based applications.

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