

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

REQUISITION NO:	<u>DODE04415426</u>	DATE POSTED:	<u>05/16/18</u>		
POSITION NO:	<u>234461</u>	CLOSING DATE:	<u>05/30/18</u>		
POSITION TITLE:	<u>Senior Education Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>Division of Dine Education/Window Rock, AZ</u>				
WORK DAYS:	<u>Mon. - Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A166A</u>
WORK HOURS:	<u>80</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>48,646.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>23.30</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Be responsible for monitoring and assisting grant, contract schools with Navajo language and culture education by providing training in teaching strategies and methods, by providing informational workshop/training; provide one-on-one assistance to teachers and language and culture program as needed, assist schools with yearly Navajo language and culture assessments, with curriculum development needs that can include resource development, working with parents and communities to implement language and culture learning; Prepare a full detail report of schools monitored for reauthorization each year; Assist in implementing the terms of signed MOAs between the public school districts and the Navajo Nation; Develop resource materials to supplement and compliment the Diné Content Standards; Plan, assist, participate in workshops and trainings for Grant, Contract, BIE, and public schools that address the needs of Navajo language and culture education, it includes but is not limited to teaching strategies, methods, educational theories and movements, content information of the Diné 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; Assist in the revisions of assessment instruments, the Diné Content Standards, educational policies, legislation; Coordinate and collaborate with schools, BIE, public school districts, state education agencies, institutions of higher education, and other educational organizations to increase implementation of Navajo language and culture education, improve student achievement, increase graduation rates, and other duties assigned relating to education.

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

**Minimum Qualifications:**

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

**Special Requirements:**

- Posses a valid state driver's license.
- 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:**

Must read, write and speak Navajo; have a degree related to Navajo language and culture education; a degree and/or at least five (5) years experience as a curriculum writer/developer; and submit a portfolio of curriculum she/he has developed or assisted with.

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