

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04415602	DATE POSTED:	06/07/18
POSITION NO:	211833	CLOSING DATE:	07/05/18
POSITION TITLE:	PRINCIPAL EDUCATION SPECIALIST		
DEPARTMENT NAME / WORKSITE:	Department of Diné Education / AdvancED Navajo Nation, Window Rock, Arizona		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00 am-5:00 pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	AI68
		\$	57,574.40 PER ANNUM
		\$	27.68 PER HOUR

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 the design and implementation of 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 (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 Protocol 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 Engagement Reviews
- Manages, maintains, and grows the area's Engagement Review team capacity and extended volunteer base
- Assists the Program Manager in the performance evaluation of lead evaluators and volunteers for the AdvancED Network Schools
- Ensures schools/districts are well-informed of the AdvancED Continuous Improvement System, and Policies and Regulations
- 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
- Assists the Program Manager with the management of the AdvancED Navajo Nation Accreditation Council
- Foster positive and collaborative working relationships within the AdvancED Navajo Nation Operations Office, the Department of Diné Education, Bureau of Indian Education and across other organizations.
- Follows in all respects the AdvancED code of ethics.

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.

Special Requirements:

(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 preferred
- Must obtain Navajo Tribal Driver's Permit within 90-days
- 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 Standards and Protocol;
- Ability to create and maintain cooperative working relationships with others, prepare and implement quality reports and 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