

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u> DODE70124060 </u>	DATE POSTED: <u> 06/15/22 </u>
POSITION NO: <u> 945904 </u>	CLOSING DATE: <u> Open Until Filled </u>
POSITION TITLE: <u> Assistant Superintendent </u>	
DEPARTMENT NAME / WORKSITE: <u> DODE/Navajo Head Start- Window Rock, AZ </u>	
WORK DAYS: <u> Monday-Friday </u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u> 8 am-5 pm </u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u> BR71A </u>
	\$ <u> 94,607.28 </u> PER ANNUM
	\$ <u> 45.31 </u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Directs departmental programs and school improvement programs in the implementation of department plans and goals; supervises department administrators and administrative staff; oversees fiscal management, programmatic and budgetary functions of department operations; leads strategic planning for Navajo Head Start in cooperation with appropriate personnel and reports to the Superintendent of School as necessary; leads the development and implementation of internal control mechanisms, procedures and guidelines to maintain staff accountability and compliance with applicable policies and procedures; assures that program supervision is managed and administered in accordance with applicable policies and procedures; interprets and ensures compliance with federal, state and Navajo Nation mandates, laws, policies and procedures.

Works with the head start centers to assure that curriculum is aligned with adopted content standards; advocates, facilitates and monitors the alignment of curriculum, instruction, assessment instruments and improvement of academic programs and in the accomplishment of department goals and objectives; assists with curriculum and program staff to plan, coordinate, support and implement school improvement programs; participates in the design of curriculum; interprets regulations for department and schools; advocates, facilitates and monitors instructional accountability for student achievement; advocates for and monitors systems that examine performance level and improvement trends in academic achievement, operation, support process and customer satisfaction; monitors curriculum and operations plan; develops partnerships with Board of Education, Policy Council, NNC, OPVP, NHS families and community members and the Federal Office of Head Start. Evaluates Leadership and support staff; monitors systems to design training plans for stakeholders that align with school improvement plans; contributes toward professional growth and performance through providing professional development opportunities; promotes, reviews and communicates progress towards department goals; maintains an information system that supports the facilitation and monitoring of department goal and initiatives; monitors and communicates trends, benchmark and comparison data in areas of curriculum, instruction, assessment and academic improvement.

Minimum Qualifications:

- A Master's degree in Education Leadership, Education Administration, or Education; three (3) years demonstrated organizational, communication, and planning work experience which include educational administrative, or supervisory work experience equivalent to an elementary or secondary School Principal, an Executive Director of an elementary or secondary BIA Grant or Contract School or BIA Education Line Officer serving a student population of 300 or more; and three year of elementary or secondary classroom experience.

Special Requirements:

- Posses current Education Administration License.
- Possess a Valid Driver's License
- A favorable background investigation

Incumbent must obtain a Navajo Nation Vehicle Operator Permit with in 90 days of date of hire.

(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:

Knowledge of the principles of educational administration and processes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of reporting systems, financial controls, program analysis and performance measure; knowledge of quality improvements processes, protocols, changes and updates; skill in developing and analyzing strategic plans, operating systems, procedures and controls, budget and forecasts; skill in developing and executing documents and reports, short/long-terms goals, objectives and program performance measures.

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