

**NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70114096

DATE POSTED: 07/17/17

POSITION NO: 242773

CLOSING DATE: 07/28/17

POSITION TITLE: Head Start ERSEA Specialist (S)

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ

REGULAR FULL TIME:	<input checked="" type="checkbox"/>	NO. OF HOURS/WEEK:		\$	47,049.60	PER ANNUM
WORK DAYS:	<u>Mon-Fri</u>	PART TIME:	<input type="checkbox"/>	DURATION:	<u>22.62</u>	PER HOUR
WORK HOURS:	<u>40 hrs./week</u>	SEASONAL:	<input type="checkbox"/>			
		TEMPORARY:	<input type="checkbox"/>			

DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs and supervises the ERSEA activities and developments; establishes program priorities; analyzes community assessment information and facilitates planning efforts to determine design, recruitment efforts and enrollment guidelines for Head Start and Early Head Start; develops and implements quality assurance and performance evaluation plan and system; evaluates, designs and monitors systems to process enrollment applications, including determination of eligibility and selection criteria; monitors and evaluates program activities, system procedures, policies and procedures to ensure compliance and quality control; provides solutions to develop and/or revise ERSEA systems, policies and procedures; prepare reports of findings and provides systemic follow up; provides detailed report which indicates areas of noncompliance and deficiencies according to applicable protocols and performance evaluation standards; performs mock reviews on all Head Start systems and reports findings to management; established program and service goals and objectives.

Maintains internal control mechanisms for program accountability and transparency; meets with management teams and provides technical assistance and support to ensure program effectiveness; interprets local, state and federal policies and procedures, rules and regulations and directives; provides technical assistance and consultation at the national, federal and state levels on Head Start Performance Standards issues and needs; maintains systems, databases, files, etc. and ensures security of data; participates in planning and conducting self and community assessments; prepares, interprets and analyzes program student data for purposes of evaluating and measuring's education program services; assigns and review work of staff; conducts performance appraisals; takes appropriate action when necessary; serves on committees, panels and advisory boards; develops materials and conducts workshops and presentations; prepares, interprets and analyzes program student data for purposing of evacuating and measuring educational program services; attends meetings, trainings and professional development activates; may perform special projects as assigned by the Head Start Superintendent.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Education, Humanities, Social Services, Family Administration or a closely related field; and five (5) years of work experience in early childhood and program management, three (3) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess 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.)

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Incumbent must abide by program standards of conduct.

SENSITIVE POSITION

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