

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

REQUISITION NO: DODE70114097 DATE POSTED: 07/17/17  
 POSITION NO: 243447 CLOSING DATE: 07/28/17  
 POSITION TITLE: Head Start Quality Assurance Manager (S)  
 DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ

REGULAR FULL TIME: <input checked="" type="checkbox"/>	PART TIME: <input type="checkbox"/>	NO. OF HOURS/WEEK: _____	GRADE/STEP: <u>AG68A</u>
WORK DAYS: <u>Mon-Fri</u>	SEASONAL: <input type="checkbox"/>	DURATION: _____	\$ <u>60,611.20</u> PER ANNUM
WORK HOURS: <u>40 hrs./week</u>	TEMPORARY: <input type="checkbox"/>		\$ <u>29.14</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, directs and supervises quality assurance program activities and developments; monitors and evaluates program activities, system procedures, policies and procedures to ensure compliance and quality control; prepares reports of findings and provides systematic follow up; provides detailed reports which indicates areas of noncompliance and deficiencies according to applicable protocols and performance evaluation standards; issues timelines to correct noncompliance or deficiencies; issues follow up reports; performs mock reviews on all Head Start systems and reports findings to management; establishes program and service goals and objectives.

Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment instruments and improvement of academic programs and the accomplishments of program goals and objectives; assists with curriculum and program staff to forecast, plan, coordinate, support and implement the Head Start program; participates in the design of curriculum; monitors curriculum and operations plan; establishes local program practices with parents and staff that support the effective implementation of the education content area; works to assure smooth transition of children into and out of Head Start/Early Head Start, particularly with children with developmental delays/disabilities.

Assigns and reviews work of staff; conducts performance appraisals; serves on committees, panels and advisory boards; formulates procedures to implement legislation; interprets local, state and federal educational rules and regulations; provides technical assistance and consultation at the national, federal, state levels on Head Start Performance Standards issues and needs; researches areas for best practices and system improvements to be implemented by program; may perform special projects as assigned by the Head Start Superintendent.

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

**Minimum Qualifications:**

- A Bachelor's degree in Early Childhood Education, Elementary, Secondary Education, Organizational Development or a closely related field; and six (6) years of work experience in the educational field including classroom teaching or quality assurance delivery systems, three (3) years of which must have been in a supervisory capacity;
- OR-
- An Associate's degree with a minimum of 30 credit hours toward a Bachelor's degree in Early Childhood Education, Elementary, Secondary Education, Organizational Development or a closely field; and eight (8) years of work experience in the educational field including classroom teaching or quality assurance delivery systems, four (4) years of which must have been in a supervisory capacity.

**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.**