

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04424405

DATE POSTED: 07/28/22

POSITION NO: 940748

CLOSING DATE: 08/10/2022 by 5 pm

POSITION TITLE: Senior Education Specialist

DEPARTMENT NAME / WORKSITE: Johnson-O'Malley Program/Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ66A

WORK HOURS: 8AM - 5PM PART TIME: NO. OF HRS./WK.: _____ \$ 53,431.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 25.59 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Senior Education Specialist has the responsibility to help administer the Johnson-O'Malley Program through subcontracts with eligible school districts, Indian Corporations, Tribal Organizations and Previously Private Schools on or near the Navajo Reservation, pursuant to 25CFR subpart 273.11 that are funded by NN JOM. Help provide training and technical assistance, perform monitoring and evaluation of records through visitations to subcontractors to ensure compliance with NN JOM program and 25CFR Part 273. Promote the implementation of the federal and Navajo Nation Education Policies and Executive Orders. Promote active participation of the Local IEC in monitoring of subcontracting schools and fiscal matters as provided by 25CFR Part 273. Promote general parental involvement in the educational programs of their children pursuant to 25CFR Part 273 and related provisions. Help interpret the JOM Policies, Rules, Regulations, and Guidelines to school districts through meetings, conferences, workshops, etc.. Help coordinate and assist co-workers, assist with assigned high level administrative assignments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelors Degree in Elementary, Secondary Education or related field; and four (4) years of experience in the education field including classroom teaching, teaching the Navajo language and culture.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Incumbent will need to obtain Sexual Harassment Training and Defensive Driving Certificates.

<<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:

- Knowledge of Navajo Nation Federal and State Laws Regulations and Guidelines.
- Knowledge of computerized systems and applications, including general software applications.
- Skill in preparing detailed and complex reports.
- Skill in operating Microsoft office, adobe, Zoom and Microsoft Teams.
- Skill in communicating technical concepts both orally and in writing.
- Skill in establishing and maintaining effective working relationships.