

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7354071

POSITION NO: 240255

CLASS CODE: 3671

Date Posted: 8/29/2011

Closing Date: 9/12/2011

POSITION TITLE: SENIOR EDUCATION SPECIALIST

DEPARTMENT NAME: DOE/ Navajo Head Start

DEPARTMENT NO: 735 WORKSITE LOCATION: Fort Defiance,AZ

WORK DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: V66A

Days: Monday-Friday Permanent: X SALARY: \_\_\_\_\_

Hours: 40 Hours/Week Temporary: \_\_\_\_\_ Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum

Part-Time: \_\_\_\_\_ No. of Hrs./Work: 40 \$ 22.7 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs administrative support and supervisory duties in assisting with formulating, planning, implementing, directing and enforcing policies and procedures directed toward the program's overall goals and objectives in developing and establishing educational systems; assists with present and long range planning; provides information, technical assistance, and expertise to chapters, communities concerned with education. Interprets policies, procedures, rules, regulations and directives to program staff; serves as a resource person and advocate of education; plans, establishes and implements the delivery of specialized education programs and services and evaluates their effectiveness. Seeks, solicits and secures private and federal funding for educational programs and services by negotiating with high level professionals; plans schedules and coordinates in-service training and orientation; may direct the preparation of budgets and reports; may control budget expenditures; supervises and assigns tasks to staff; establishes and maintains contact and liaison with local, state, federal and private agencies and organizations concerned with education; identified problem areas and recommends alternatives modifications. Attends conferences, seminars, workshops, staff meetings; keeps abreast of educational developments, legislation and trends.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's degree in Elementary, Secondary Education or related field; and

**Experience:**

Four (4) years in the educational field including classroom teaching and supervisory responsibility; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties. (To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)

**Special Knowledge, Skills and Abilities:**

Knowledge of advanced education concepts, principles, theories and administration. Knowledge of the practical application of educational concepts to existing educational systems, programs and services. Knowledge of the educational needs of the Navajo people. Knowledge of the Navajo traditional customs. Knowledge of the supervision and management. Skill in analyzing data and drawing valid conclusions. Skill in statistical manipulation. Skill in researching and locating data. Skill in proposal writing. Skill in preparation of budgets.

**License/Certification Requirements:**

Must pass a criminal background check and employee assesment prior to employment

*VETERANS' PREFERENCE APPLIES*

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