

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04424492

DATE POSTED: 08/04/22

POSITION NO: 934671

CLOSING DATE: 08/19/2022 by 5 pm

POSITION TITLE: Education Administrator

DEPARTMENT NAME / WORKSITE: Diné Education/Office of Diné School Improvement/Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: BQ70A

WORK HOURS: 8:00a-5:00p PART TIME: NO. OF HRS./WK.: _____ \$ 75,460.32 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 36.14 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plans, develops and directs program policies and procedures, provides leadership and overall direction in the organization, administration, management and evaluation of the program; develops and implements monitoring and evaluation standards and procedures; interprets all laws, regulations, statutes, rules and policies affecting the program. Oversees data gathering and analysis; coordinates the development and maintenance of data acquisition methods, determines funding strategy and allocation of resources; prepares annual budget including other budgetary initiatives (federal, state, local), monitors performance standards. Innovates as applicable, integrate and coordinate a unified program. Represents Navajo Nation and the program at various meetings with federal, state, local and other agencies; serves on committees, task forces and other established groups negotiates on behalf of President of the Navajo Nation non matters affecting the operation of the program; maintains administrative contact with the Navajo Nation Office of the President & Vice-President and Division Directors, attends professional society and association meetings, conferences, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Doctorate degree in Education with emphasis in Mathematics or Science or a closely related field; and four (4) years demonstrated education administration experience including teaching and scientific experience.

Special Requirements:

- Must have a Teacher/Administrator certification from the State of Arizona, New Mexico or Utah.

(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:

Demonstrated education administration experience. Experience in education environment with emphasis in Math, Science and Technology.

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